TOOLBOX SAFETY TALK – LOCKOUT AND TAGOUT TOOLBOX TALK

INTRODUCTION

Lockout and tagout (or the isolation and control of energy) is a process to ensure that hazards and risks are assessed and managed to prevent an uncontrolled energy release.

TAKE NOTE	**In circumstances where isolation is not practicable (e.g., operation of equipment is required to clean, maintain, repair or adjusted by moving components slowly under power), that process must have controls applied that allow safe movement.**

ISOLATION AND CONTROL OF ENERGY STEPS AND PROCESSES

Below are the essential steps that must be considered and followed, as is necessary, for the safe isolation and control of energy.

Step 1.

Identify the Hazardous Energy Source

Assess the energy types and the magnitude and determine suitable methods of controlling the hazardous energies.

- The systems to isolation testing used.
- The equipment not to attempt to restart the equipment until the work is completed, the isolation devices are removed and it is safe to resume normal operations.

TAKE NOTE	Isolation and control of energy must only be carried out to the level of a person's competence and authorization. Refer to and always comply with any specific equipment procedures in relation to isolations.

Step 3.

Shut Down the Equipment

If the equipment is operating, the person authorizing the work must verify that it is safe to shut down. The equipment can then be stopped using the established methods and procedures for that item of equipment.

Step 4.

Isolate, Dissipate and Restrain All Energy Sources

Isolation of energy sources should be completed by physically interrupting the supply of energy. This can be achieved by measures including:

- Turning off power switches in electrical circuits.
- Closing supply valves.
- Removing mechanical drives.
- Disconnecting bolted flanges, hoses, cables or hoses.
- Blanking off pipelines.

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The means of isolation should be of a type that can be readily checked by a visual inspection and it should act directly on the supply line. It should not act through control circuits or emergency stop mechanisms.

After the energy sources are isolated, any stored energy in the equipment should be dissipated. This can be achieved by measures including:

- Opening valves to drain pipelines, pressure vessels and hydraulic accumulators.
- Opening access hatches and inspection covers.
- Earthing electrostatic separators.
- Releasing springs.
- Lowering counterweights.
- Purging process lines.

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Step 6.

Verify the Effectiveness of the Energy Controls

The person authorizing the work must ensure that competent persons verify that all hazardous energies have been effectively isolated, dissipated or restrained.

TAKE NOTE	**If the equipment that is being worked on is not ready for operation or testing by the end of the shift, then all locks and tags must be systematically removed and replaced with 'Out of Service Tags' and all necessary details completed.**