

LOCKOUT / TAGOUT PROCEDURE

Shop Safety Manual, Section 4 · Rev. 08/2025

WHEN LOCKOUT IS REQUIRED

Any time a person places any part of their body into an area where they could be caught by moving machine parts, or exposed to stored energy, during service or maintenance.

This includes: clearing a jam, changing tooling or dies, cleaning inside a guard, adjusting a sensor, and any electrical work.

THE SEQUENCE

1. Notify everyone affected before you shut anything down.
2. Shut the equipment down using its normal stopping procedure.
3. Isolate every energy source. Electrical, pneumatic, hydraulic, and gravity.
4. Apply your personal lock and tag to each isolation point. Your lock, your name, your key.
5. Release stored energy. Bleed air, relieve hydraulic pressure, block anything that can fall.
6. Verify. Attempt a normal start. Return the control to off. Then test with a meter where electrical.

REMOVAL

- Only the person who applied a lock removes it. No exceptions, no borrowed keys.
- If someone left with their lock on, the operations manager and the safety coordinator both have to sign off on removal, and that person must be contacted first.
- Before restoring energy: check that tools are clear, guards are back on, and everyone is out.

GROUP LOCKOUT

More than one person working on the same equipment: use the group lockout box. Every person puts their personal lock on the box. The box does not open until the last lock comes off.

TRAINING

- Authorized employees are trained before they perform lockout, and annually after
- Affected employees get awareness training at hire
- Procedure is audited annually per machine