

Task: Lockout Procedure

Date: March 2006

PPE: Hard Hat, Safety Glasses, Gloves, Hearing Protection, Safety Boots, specific equipment for being locked out		
Task/Activity:	Potential Hazards	Recommended Procedures
1. Lockout devices are provided for maintenance crews	a) extra keys may be available for other workers	a) ensure spare keys are managed securely
2. Ensure lockout procedures are clearly understood before starting	a) a missed step could result in severe injury or death	a) understand all lockout procedures or ask for assistance
3. Identify equipment and power source to be locked out		
4. Ensure equipment is fully unpowered in sequence of running controls to power source to complete shut-down	a) an alternate power source/pressure source may activate equipment while being worked on	a) turn off all equipment controls, power switches, as well as master controls b) depressurize hydraulics/air and lower equipment to rest position
5. Apply personal lock and tag to the power source control If more than one person is working on the equipment ensure a scissor clip is used so others can lock out as well		
6. Stand clear and try to start equipment to ensure lockout is effective	a) equipment may power up if incorrectly locked out	a) repeat steps 1-6
7. Turn control off after testing		
8. When work is completed, remove lockout		
9. Return lockout equipment to proper location		