

## Lockout Program Outline

An employer will create a written Lockout program which should cover the following steps. In addition there may be specific guidelines for particular machines or equipment.

### STEP 1 - Equipment Identification

Identify the equipment which needs to be locked out

### STEP 2 - Energy Sources & Energy Isolating Devices Identification

Identify the energy sources present and associated with that specific equipment, checking for any part that may operate dependant upon gravity or stored energy. (Also be aware of any other equipment which may be affected by the isolation of an energy source).

## Training

Only trained and authorised employees are allowed to perform repairs, servicing and maintenance on equipment. An employer must arrange for training of all affected personnel of which there may be up to 3 different categories:

### Authorised employees

*are those employees who will be performing the maintenance on the equipment. They shall be instructed in the recognition of applicable hazardous energy sources, the type and magnitude of the energy available and the methods and means necessary for energy isolation and control.*

### Affected employees

*are those employees who will not perform maintenance on the equipment but who will be affected by the shutdown and isolation of the machine.*

### Other employees and third parties

*are those employees, contractors or visitors who may work or pass through the same area as the equipment due to be locked out.*

All employees should be made aware of the Lockout / Tagout procedure with specific emphasis on the prohibition relating to attempts to restart or re-energise equipment which has been locked out.

## The Importance of Tagging

Tags are an effective way of communicating the status of equipment which is undergoing maintenance. Appropriate tags should be provided by the employer and be fit for purpose. They need to be:

- Durable and hardwearing
- Resistant to moisture, oils and other contaminants
- Easy to read and understand
- Identify the person who installed it
- Be attached using a method which is secure and that cannot be easily released. They should also be able to be attached by hand and should not be re-used.

Tags should always be used in conjunction with an appropriate lockout device. In some instances where it is not possible to attach a lockout device then tags may be used if there is no other physical alternative of isolation.

*In some organisations authorised personnel have their photo displayed on their tags for speed and ease of identification. This is particularly helpful in larger organisations with many employees or when using sub-contractors.*



## Permits to work

In many cases a permit to work will be required before service or maintenance will be authorised to proceed.

This is a written document which will have its own set of instructions which need to be followed. It is good practice to have this permit to hand when performing maintenance.

Keep these documents clean and protected by using an appropriate transparent wallet or holder.

