

# Locking Off Procedure : Lockout Tagout



Only trained and authorised personnel are permitted to lock off equipment.  
Perform the locking off procedure in this order.



## 1: Prepare for shutdown

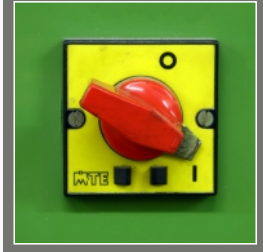
Identify the type of energy used to operate the equipment.

Ensure that any secondary energy sources are also identified.

Identify the amount of energy used to operate the equipment.

Identify the potential hazards of that energy.

Locate the method of controlling that energy (switches, breakers valves etc.)



## 2: Inform all affected employees

Identify all employees who may be affected by the shutdown of equipment and inform them of the shutdown.

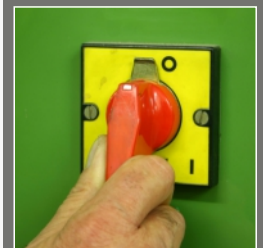
Ensure they know who is locking off the equipment and why.



## 3: Turn off the equipment

Turn off the equipment using the operator controls.

Follow the standard procedure for shutdown and ensure no-one is at risk when doing so.



## 4: Isolate all energy sources

Ensure that ALL energy sources have been isolated.

Ensure that any secondary energy sources are isolated.

Ensure that ALL stored energy in the equipment is dissipated, e.g.;

- *relieving trapped pressure.*
- *releasing tension in springs or block their movement.*
- *block or brace parts that may fall due to gravity.*
- *block parts in hydraulic and pneumatic systems that could move due to loss of pressure*
- *bleeding, venting, flushing pipes with liquids or gases, ensuring appropriate precautions are taken against hazardous contents.*
- *dissipating heat or cold and wear appropriate protective clothing.*

Monitor and react to situations where stored energy can re-accumulate.

