

SAFETY MEMO

April 18th, 2022 – Lockout/Tag out



Did you know?

Introduction

Machines and installations shut down for maintenance and inspection, or for installation of other pieces of equipment, can be sources of serious accidents. Most often, the victim believes they are safe because the equipment which they are working on is not in operation. Often there is confusion, and a dangerous situation is created between the concept of "shutdown" and "not in operation".

As always with safety matters, risk analysis is a prerequisite prior to intervention. The equipment must be cut off from all sources of energy and locked out during the work.

Lockout / Tagout

Lockout is the securing of equipment to ensure the protection of workers against the consequences of accidental start up and the untimely appearance or reappearance of dangerous energy or fluid.

The procedure for lockout / tagout must be carried out by an authorized person and adhere to specific procedures and steps.¹

- Prepare for shutdown.
- Notify all affected personnel.
- Equipment shutdown.
- Isolation of system (de-energization).
- Dissipation (removal) of residual or stored energy.
- Lockout/Tag out.
- Verify isolation.
- Perform maintenance or service activity.
- Remove lockout/tag out devices.

To inform the various stakeholders and to trace the operations carried out, a Lockout / Tagout form must be drawn up and signed by the person in charge and the manager(s).

Re-Energizing

Re-energizing is the set of steps that allow the equipment to be put back into service after locking out the equipment. It is not necessarily a question of performing the reverse operations of the lock out; a risk analysis is still necessary to determine the order and content of the operations to safely restart the equipment.

In Summary

It is good practice to make sure any individual who placed a lock on the system is present when the system is restarted². This practice helps make sure employees working on the system are not in a hazardous area when the machine is restarted.

Components of lockout equipment can be:

- Single keyed pad locks.
- Pad-lockable disconnecter designed for specific applications such as gate valve covers.
- Lockable-purge valves.



Picture 1: Courtesy of Brady

¹ CCHOS. Lockout/Tag Out. (April 4, 2022). Retrieved from <https://www.ccohs.ca/oshanswers/hsprograms/lockout.html>

² CCHOS. Lockout/Tag Out. (April 4, 2022). Retrieved from <https://www.ccohs.ca/oshanswers/hsprograms/lockout.html>