SDRMA

SAFETY talk

Lockout Tagout

Many of the most severe injuries, including amputations, electrocutions, and permanent disfigurement, result from the failure to properly de-energize equipment before servicing or cleaning. This Safety Talk will help you understand the basic requirements of Cal/OSHA's lockout/tagout standard designed to prevent these types of injuries.

WHAT IS LOCKOUT/TAGOUT (LOTO)

LOTO is a set of procedures for *authorized* employees to follow to ensure that machines or equipment being serviced do not unexpectantly move or become energized potentially injuring an employee or causing equipment damage. Only authorized and trained employees may initiate the LOTO protocol.

The full Cal/OSHA requirements are detailed in Title 8 3314 but are summarized below.

REQUIRED STEPS

1. Notify

The first step is to notify anyone who might be affected by the shutdown so they can be aware and take precautions, if necessary.

2. De-energize the machine/ equipment

To work safely, all hazardous energy sources must be identified and controlled so that no machine or machine part can move, and no stored energy can be released unexpectantly. Electrical circuits must be turned off and stored energy must be discharged to prevent an injury.

Stored energy can be in the form of a compressed spring from an overhead garage door system or as stored electricity in components such as capacitors common in parking lot lights.

Other forms of hazardous energy that can cause injury if not properly discharged include elevated machine members, rotating flywheels, hydraulic systems, air gas, steam, and water pressure. Refer to your District's LOTO policy for equipment specific de-energization steps.

3. Lockout

After de-energization, lock the power source in the off position with a lockout device. This prevents a coworker from inadvertently energizing the machine and potentially injuring someone.

Lockout devices typically consist of a clasp and lock but the exact form of the device varies depending on the source of energy being controlled. Is it a disconnect box, a wall switch, a panel breaker, or a ball valve? There is a specific lockout device for each type of energy source.

While there can be more than one lock per clasp, there can never be more than one key per lock. Never share your lock/key with anyone. Refer to your LOTO policy for details about shift change and working with a contractor.

3. Tagout

Secure an accident prevention tag to the clasp when locking. This communicates that restarting or operating the machine is prohibited. The tag must include the contact information for the person initiating the LOTO protocol.

4. Test

After de-energizing, locking out, and tagging the equipment or machinery, do not forget this important safe work practice. Test that the equipment cannot be operated by using a voltage meter, pressing the start button, or as instructed per your LOTO policy.

5. Restart Procedure

After servicing is complete, take care to restore the machine or equipment to its normal operation. Steps include:

- ✓ Installing guards and verifying equipment is fully re-assembled
- ✓ Removing unnecessary tools and spare parts
- ✓ Notifying all employees who might be affected by the restart
- ✓ Removing materials and hardware from the equipment area (i.e., locks, tags, etc.)
- ✓ Keeping nonessential employees clear of the work area

ADDITIONAL REQUIREMENTS

- Refer to your District's LOTO policy for District specific procedures
- Lockout devices must be under the exclusive control of the employee performing the service or maintenance
- Always ensure appropriate Personal Protective Equipment is utilized
- Communicate with your supervisor if you have not been properly trained on your District's LOTO policy
- Report any concerns, safety hazards, or LOTO improvement suggestions to your supervisor

Additional Resources:

- Cal/OSHA §3314, Control of Hazardous Energy
- Cal/OSHA Lockout/Tagout eTool
- SDRMA Risk Control Team

This *Safety Talk* provides awareness level training on Lockout Tagout requirements.
If this information is unclear or if you have any additional questions, please talk to you supervisor.