



PARTNERING WITH TOWNSHIPS

TOWNSHIP OFFICIALS OF ILLINOIS RISK MANAGEMENT ASSOCIATION

RISK REMINDER

LOCKOUT/TAGOUT

Preventing Machine Surprises

When it's time for maintenance, repairs, or machine set up, simply unplugging the machine being worked on is not enough. Many serious accidents happen when someone thought a machine or energy source was safely "off". "Lockout/Tagout" is a way to protect yourself and others.

Guaranteeing Machines Stay "off"

Lockout/Tagout ensures that machines and other forms of energy remain temporarily "off". Without a lockout/tagout system, there is the possibility that a machine will suddenly start up. Then someone could be cut, hit, or crushed. There is a serious danger of electrocution or release of hazardous chemicals.

To prevent start-ups, you need to identify a machine's power source: electricity, stored electricity (such as in a capacitor), stored pressure (such as compressed air), or stored mechanical energy (such as in a coiled spring).

Take 7 Steps For Lockout/Tagout

1. **Think, plan and check.** If you are in charge, think through the entire procedure. Identify all parts of any systems that need to be shut down. Determine what switches, equipment, and people will be involved. Carefully plan how restarting will take place.
2. **Communicate.** Let all those who need to know that a lockout/tagout procedure is taking place.
3. **Identify all appropriate power sources,** whether near or far from the job site. Include electrical circuits, hydraulic and pneumatic systems, spring energy, and gravity systems.
4. **Neutralize all appropriate power at the source.** Disconnect electricity. Block movable parts. Release or block spring energy. Drain or bleed hydraulic and pneumatic lines. Lower suspended parts at rest positions.
5. **Lockout all power sources.** Each worker should have a personal lock, labeled with his or her name and department. You may also use clips, chains and lockout boxes.
6. **Tagout all power sources and machines.** Tags should explain the reason for the lock-out, your name, how to reach you, and the date and time of tagging. Tag machine controls, pressure lines, starter switches, and suspended parts.
7. **Do a complete test.** Double check all steps above. Do a personal check. Push start buttons, test circuits, and operate valves to test the system.

When It's Time to Restart

After the job is completed, follow the safety procedures you set up for restart. With all workers safe and equipment ready, then it's time to turn on the power.



For more information, contact your Loss Control Consultant at (888) 562-7861

CLAIM REPORTING HOTLINE (844) 562-2720 | Available 24/7