

**HANDOUT:** Lockout Procedure (4 pages)  
Skill Builders: Key Words & Phrases, Skimming, Scanning

**IN THE WORKPLACE:** Following detailed step by step instructions to safely install, operate and shutdown machinery is part of most tradesperson’s work. Errors in sequencing steps or skipping them altogether can result in accidents and lost time.

Read **SAMPLE 1** and **SAMPLE 3: Lockout Procedures** to locate answers to the questions. Write the answers in the space provided.

1. Who is the intended audience for SAMPLE 1?

\_\_\_\_\_

2. Who is the intended audience for SAMPLE 3?

\_\_\_\_\_

3. Where in the workplace would you expect to find each document? In what way(s) does that influence how the document is written?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. SAMPLE 1 has 7 sub-headings. Divide them into the following 3 sections. Write the step numbers in the spaces:

- a. General Information: \_\_\_\_\_
- b. Procedure: \_\_\_\_\_
- c. Additional Information: \_\_\_\_\_

5. SAMPLE 3 has 2 main sections. What sub-heading would you assign to each section?

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6. Sometimes steps in instructions have sub-steps or multiple parts.

a. What are the 2 sub-steps in SAMPLE 1 sequence step 6?

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b. What are the 2 sub-steps in SAMPLE 3 step 3?

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7. What is being locked-out in each document?

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8. Why is some of the information in Sample 3 written in capital letters?

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9. Which document do you think is easier to read? What could you do to make the less-readable document easier to understand?

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**TOOL B****SAMPLE 1 - GENERAL LOCKOUT/TAGOUT PROCEDURE****Purpose**

This procedure establishes the minimum requirements for lockout of energy sources that could cause injury to personnel. All employees shall comply with the procedure.

**Responsibility**

The responsibility for seeing that this procedure is followed is binding upon all employees. All employees shall be instructed in the safety significance of the lockout procedure by (designated individual). Each new or transferred affected employee shall be instructed by (designated individuals) in the purpose and use of the lockout procedure.

**Preparation for Lockout**

Employees authorized to perform lockout shall be certain as to which switch, valve, or other energy isolating devices apply to the equipment being locked out. More than one energy source (electrical, mechanical, or others) may be involved. Any questionable identification of sources shall be cleared by the employees with their supervisors. Before lockout commences, job authorization should be obtained.

**Sequence of Lockout Procedure**

1. Notify all affected employees that a lockout is required and the reason therefor.
2. If the equipment is operating, shut it down by the normal stopping procedure (such as: depress stop button, open toggle switch).
3. Operate the switch, valve, or other energy isolating devices so that the energy source(s) (electrical, mechanical, hydraulic, other) is disconnected or isolated from the equipment.
4. Lockout energy isolating devices with an assigned individual lock.
5. Stored energy, such as that in capacitors, springs, elevated machine members, rotating fly wheels, hydraulic systems, and air, gas, steam or water pressure, must also be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down.
6. After ensuring that no personnel are exposed and as a check on having disconnected the energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate. CAUTION: Return operating controls to neutral position after the test.
7. The equipment is now locked out.

**Restoring Equipment to Service**

1. When the job is complete and equipment is ready for testing or normal service, check the equipment area to see that no one is exposed.
2. When equipment is clear, remove all locks. The energy isolating devices may be operated to restore energy to equipment.


**Procedure Involving More Than One Person**

In the preceding steps, if more than one individual is required to lock out equipment, each shall place his/her own personal lock on the energy isolating device(s). One designated individual of a work crew or a supervisor, with the knowledge of the crew, may lock out equipment for the whole crew. In such cases, it may be the responsibility of the individual to carry out all steps of the lockout procedure and inform the crew when it is safe to work on the equipment. Additionally, the designated individual shall not remove a crew lock until it has been verified that all individuals are clear.

**Rules for Using Lockout Procedure**

All equipment shall be locked out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. Do not attempt to operate any switch, valve, or other energy isolating device bearing a lock.

**SAMPLE 3 - EQUIPMENT LOCKOUT/TAGOUT PROCEDURE**

	Equipment Number	Equipment Type	MCC *	Row	Bucket	Department
	0594 - 01	Motor	019	B	03	Board Plant
	Equipment Name					MCC Location
	Cutoff Knife Drive					Old Boiler Room
<b>Potential Hazards:</b>	<input checked="" type="checkbox"/> Electrical	<input type="checkbox"/> Pneumatic	<input type="checkbox"/> Mechanical	<input checked="" type="checkbox"/> Multiple Lockouts		
	<input type="checkbox"/> Hydraulic	<input type="checkbox"/> Chemical	<input type="checkbox"/> Combustables	<input type="checkbox"/> Confined Space		
<b>Methods of Neutralizing Energy:</b>	<input type="checkbox"/> Relieve Pressure	<input type="checkbox"/> Block/Bleed	<input checked="" type="checkbox"/> Lockout/Tagout			
	<input type="checkbox"/> Disconnect Lines	<input type="checkbox"/> Set Fire Watch	<input type="checkbox"/> Confined Space Permit			
<b>Permits Required:</b>	<input type="checkbox"/> Safe Work	<input type="checkbox"/> Hot Work	<input type="checkbox"/> Line Blanking	<input type="checkbox"/> Confined Space		

**Lockout Procedure:**

1. Notify Production Supervisor and ALL affected personnel.
2. After completing Step 1, if running, shut down the equipment as trained. If you are not sure how, SEE YOUR SUPERVISOR.
3. "Lock" and "Tag" the equipment out at the "Knife Drives Cabinet", located across from the knife on the north wall, following the lockout procedure. CAUTION! THE COMPLETE LIVE ROLL SECTION MUST ALSO BE LOCKED OUT. REFER TO THE SPECIFIC LOCKOUT PROCEDURES FOR THAT EQUIPMENT. Test the equipment at the Knife control panel.
4. After ALL the previous steps have been completed, begin your work assignment.
5. After the completion of the work assignment, assure that the work area is clean.
6. Notify the Production Supervisor and/or ALL affected personnel that the equipment is operational and that removal of lock out will occur.
7. Remove ALL locks and tags following the lockout procedure.
8. When production is ready, verify that the equipment is operating correctly.
9. When Production is ready, verify that equipment is operating correctly.
10. Close out any applicable permit/s and return them to your supervisor.

\* MCC means Motor Control Center

Review Date:  
Revision Date:

Ref: Government of California. (n.d.). Sample 1 general lockout/tagout procedure. (pp. 1-2).

<https://www.dir.ca.gov/dosh/etools/08-003/Po8-00301B.pdf>