

# Erwin Electric Safety Topic for the week of 5/23/11

## LOCKOUT/TAGOUT PROCEDURES

### Lockout/Tagout Procedures

Before any maintenance, construction, demolition, tie-in, inspection or servicing of equipment (electrical, mechanical, steam or other) that requires entrance into or close contact with machinery, equipment, power sources or line breaking, the power shall be disconnected and locked out.

### Electrical

Electrical sources will have the main power switch locked out, and if possible, the fuses removed. Locks with dissimilar keys will be provided to each person working on the affected job. Only the person attaching the lock shall remove it. Multiple locking devices shall be provided. Tags will be attached to each lock indicating the name of the person attaching the lock, the location where he/she is working and the person's foreman or supervisor. Hot work will be avoided, if possible.

### Moving Equipment

The main power source, or sources, shall be locked out; drive gear disengaged and locked out; and appropriate tags applied.

### Piping

Piping shall be blanked or valves shall be closed, chained and locked. Where possible, at least two valves before and after the affected section should be chained, locked and tagged. Piping shall be de-pressurized, drained and purged, if necessary.

### Other Energy Sources

Other power sources shall be rendered inoperative as directed by a qualified supervisor or manager

### Locks And Tags

Locks and tags will be attached and removed only by the individual employee directly involved in the operation. The last person removing his/her lock shall ensure that there are no persons exposed should the power be turned on.

I have read the above and agree to follow the safety guidelines listed above.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Please report any job specific safety questions, suggestions or concerns (if any): \_\_\_\_\_

***A COPY OF THIS SIGNED FORM IS DUE WITH YOUR TIME CARD***