An inspection of lockout/tagout procedures should be conducted at least annually to ensure that the requirements are being properly followed and understood.

ENERGY ISOLATION

Follow the LOCKOUT/TAGOUT procedures to safely isolate and/or discharge all energy sources protecting you and your co-workers from unexpected releases of energy.

1. Identify all energy sources that need to be locked and tagged out.
   - Pneumatic
   - Hydraulic
   - Process Fluids
   - Thermal
   - Chemical
   - Electrical
   - Mechanical
   - Radiation

2. Before starting work, perform an initial evaluation to identify potential exposures and properly isolate them on the equipment.

3. Ensure lockout/tag out permit and JSA is filled out and discussed with all affected personnel prior to beginning L.O.T.O. process.

4. Assure those involved are authorized, trained and competent in carrying out equipment isolation procedures.

5. Each authorized employee must ensure that the equipment he/she is working on is locked and tagged out with his/her individually assigned lockout and tag-out devices.

6. If multiple authorized employees are required to Lockout and/or Tag-out equipment, each person shall place their own personal lock on the energy isolating device.

7. When equipment and machinery must be serviced by more than one shift, a procedure must be established for the proper transfer of responsibility from one shift to another.

8. Before returning the equipment to the normal state of operation, notify personnel responsible for the area.

9. An inspection of lockout/tagout procedures should be conducted at least annually to ensure that the requirements are being properly followed and understood.

QUICK TIPS:

LOCK all energized equipment, circuits, and devices being worked on.

TAG the lock with a signed and dated tag to include a “DANGER DO NOT OPERATE” statement and the reason the device is being locked out.

CLEAR the area of personnel and tools prior to attempting to start the equipment.

TRY to energize the equipment locally to ensure the proper circuit is de-energized and an override does not exist.

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