

Company Name: _____ Work Site Location: _____

Date: _____ Start Time: _____ Finish Time: _____ Foreman/Supervisor: _____

MACHINE SAFETY- LOCKOUT/TAG OUT PROGRAMS

If any employees of a company are required to perform hazardous maintenance or repair of machines and equipment, a formal, written Lockout/Tag out Program must be developed and implemented. This program must include machine-specific procedures for shut-down and re-energizing equipment and training for "affected" employees (i.e., those who operate service or work near the equipment in question).



These procedures must be followed during the servicing or maintenance of machines, to avoid the "unexpected energizing or start up of the machinery or equipment, or the release of stored energy, which could cause injury to employees."

Procedures will vary, depending upon (1) whether the source of hazardous energy is electrical, hydraulic, pneumatic, mechanical, thermal or chemical, and (2) how many employees are affected. Nevertheless, all employees should be familiar with lockout/tag out procedures for their company's operations and a review of these should take place periodically.

According to OSHA 5,214 workers died on the job in 2008. Over 14 people a day will go to work today and not make it home. DON'T BE A STATISTIC! Know what part you play in the Lockout/Tag out Program.

*29 CFR 1910.147 describes federal requirements and exempted operations.

Please refer to the attached checklist for tips on safely de-energizing equipment.

Work-Site Hazards and Safety Suggestions:

Employee Signatures:

(My signature attests and verifies my understanding of and agreement to comply with, all company safety policies and regulations, and that I have not suffered, experienced, or sustained any recent job-related injury or illness)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Manager/Supervisor's Signature: _____

Disclaimer: The information and suggestions contained in these safety talks are believed to be reliable. However, the authors of the topics and the owners of this web site accept no legal responsibility for the correctness, sufficiency, or completeness of such information or suggestions contained within these topics. These guidelines do not super cede local, state, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations

MACHINE SAFETY - LOCKOUT/TAG OUT CHECKLIST

THE FOLLOWING SIX STEPS ARE A REVIEW OF BASIC STEPS FOR SAFELY DE-ENERGIZING EQUIPMENT:

Item	Step	Complete
1.	Notify all “affected employees” that the equipment will be shut down.	
2.	Shut down the equipment by normal stopping procedures.	
3.	“Isolate” all the equipment energy sources.	
4.	Lock out and/or tag out the energy isolating devices with assigned, individual locks.	
5.	Release or restrain any stored energy by grounding, blocking, bleeding down, etc.	
6.	Assure that no personnel are exposed, and then test the equipment to assure that it will not operate.	

RESTORING EQUIPMENT TO SERVICE:

Item	Step	Complete
1.	Check to assure that all employees have been safely positioned or removed from the area.	
2.	Verify that equipment controls are in neutral.	
3.	Remove lockout devices and/or tags and re-energize the machine or equipment.	
4.	Notify affected employees that servicing is complete and the equipment is ready for use.	

According to the latest statistics, every ten minutes, two people are killed and hundreds suffer disabling injuries from accidents on the job. DON'T BE A STATISTIC! Know what part you play in the Lockout/Tag out Program

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