



# SAFETY TIP OF THE WEEK

## FOR THE CONSTRUCTION INDUSTRY



Company \_\_\_\_\_ Date \_\_\_\_\_

To encourage all of us to promote safety on a continuing basis, the Builders Exchange publishes a safety tip in each issue of the weekly **Bulletin**. The superintendent/foreman of each job should use this safety tip in a short safety meeting Monday morning. We suggest that this 5-to-10 minute meeting be just before lunch or perhaps right after the morning break. You can then emphasize the SAFETY TIP OF THE WEEK all week long.

### The 6 Steps of Lockout/Tagout

Week Ending 09/25/20

LOTO stands for lockout/tagout. When done properly before equipment service or maintenance, lockout/tagout procedures control hazardous energy and protect workers from harm.

Energy sources including electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other sources in machines and equipment can be hazardous to workers. During the servicing and maintenance of machines and equipment, the unexpected startup or release of stored energy can result in serious injury or death to workers.

A lockout/tagout procedure should include the following six steps:

#### Step 1: Preparation

The first step of locking and tagging out equipment for service and maintenance is to prepare. During the preparation phase, the authorized employee must investigate and gain a complete understanding of all types of hazardous energy that might be controlled. In addition, it is important to identify the specific hazards and of course means for controlling that energy.

#### Step 2: Shut Down

With planning complete, the actual process of powering down and locking out machines begins. At this point, it is time to shut down the machine or equipment that will be serviced or maintained. Another important part of this step is to inform any employee affected by the shutdown, even if they will not play a role in the service or maintenance.

#### Step 3: Isolation

The next step of the lockout/tagout procedure is to isolate the machine or equipment from any source of energy. This may mean any number of things, such as turning off power at a breaker or shutting a valve.

#### Step 4: Lockout/Tagout

With the machine or equipment isolated from its energy source the next step of lockout/tagout is to actually lock and tag out the machine. It is fair to say that this entire six-step process takes its name from this step.

During this step, the authorized employee will attach lockout and/or tagout devices to each energy-isolating device. The point is to apply the lockout device on the energy-isolating device in a way so it says in the "safe" position and cannot be moved to the unsafe position except by the person performing the lockout.

Tagout refers to applying a tag on the device as well. This tag includes the name of the person who performed the lockout and additional information.

#### Step 5: Stored Energy Check

Even after the energy source has been disconnected, in step 3 of the lockout safety process, and the machine has been locked out, in step 4, that does not entirely guarantee that there is no hazardous energy still stored within the machine or that it's safe to perform maintenance.

At this time, it is important to look for any hazardous energy that has been "stored" within the machine, or any "residual" energy. During this phase, any potentially hazardous stored or residual energy must be relieved, disconnected, restrained, or made non-hazardous in some other way.

#### Step 6: Isolation Verification

This last step is all about making sure. Yes, you have shut down the machines, isolated them from their source of power, locked them out, and checked for hazardous stored energy. But now's the time to double-check that you did it all right and it is now safe to work on the machine or equipment.

At this point, an authorized employee verifies the machine has been properly isolated and de-energized.

Special Topics for this Job: \_\_\_\_\_

MSDS # \_\_\_\_\_ Reviewed – Title: \_\_\_\_\_

Present at Meeting:

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

Supervisor's Signature: \_\_\_\_\_

Note: These SAFETY TIPS OF THE WEEK are to help members provide a safe workplace and to instruct employees in ways to prevent accidents. Ensure you record the names of those who attend your safety meetings, and file this form with your permanent accident prevention records.