

Student Handout

Lockout

Lockout means to physically neutralize all energy in a piece of equipment to ensure that machinery or equipment won't start while a worker is doing maintenance or repair. This can be done by turning off a master switch or by unplugging powered tools or equipment. Working on powered equipment that is not properly locked out can result in severe injuries and death. The most common injuries are severed fingers and crushed limbs, but injuries are sometimes fatal.

Electricity is the most common energy source used to power equipment. Machinery powered by electricity is most commonly either:

- soft-wired* — plugged-in equipment
- hard-wired* — permanently connected equipment

Examples of hazards

- Power and hydraulic equipment

Safety tips

- For any equipment that requires lockout, do not operate the equipment until you have been trained in how to lock it out.

Soft-wired lockout

These are the five basic steps for locking out soft-wired equipment:

1. Identify the machinery or equipment that needs to be locked out.
2. Shut off the machine or equipment. Make sure that all moving parts come to a complete stop. Ensure that shutting off the equipment will not cause a hazard to other workers.
3. Unplug the machine.
4. Keep the plug in plain view and within your reach while working on the machine.
5. Try to start the machine. This step is critical; it will tell you if the lockout procedure is effective. First ensure that everyone is in the clear and that no hazard will be created if the lockout is not effective.



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Hard-wired lockout

These are the five basic steps for locking out hardwired equipment:

1. Identify the machinery or equipment that needs to be locked out.
2. Shut off the machine or equipment. Make sure that all moving parts come to a complete stop. Ensure that shutting off the equipment will not cause a hazard to other workers.
3. Find the electrical source (circuit breaker or electrical disconnect switch) and place it in the "off" position.
4. Apply a personal lock, with your ID tag, to the energy device. If one switch is within your exclusive and immediate control, a lock may not be required.
5. Try to start the machine. This step is critical; it will tell you if the lockout procedure is effective. First ensure that everyone is in the clear and that no hazard will be created if the lockout is not effective.

Safety alert: After locking out a piece of equipment, make sure all moving parts have come to a complete stop before touching the equipment.

