



Lockout/Tagout – Electrical Equipment

To ensure employees' safety when electrical equipment is inspected, serviced or repaired, cut off the power source and follow lockout/tagout procedures. OSHA's standard on the Control of Hazardous Energy (Lockout/Tagout), found in 29 CFR Part 1910.147, spells out the steps employers must take to prevent accidents associated with hazardous energy.

What is lockout/tagout?

Lockout/tagout refers to specific practices and procedures to safeguard employees from the unexpected energization or startup of machinery and equipment, or the release of hazardous energy during service or maintenance activities.

- Lockout- Temporarily shutting off power from an electrical source using a lock to prevent electricity from being released.
- Tagout- The use of a "danger" tag indicating an electrical power source has been shut off and cannot be used until the danger tag is removed.

What must workers do before they begin service or maintenance activities?

Before beginning service or maintenance, the following steps must be accomplished in sequence and according to the specific provisions of the employer's energy-control procedure: (1) prepare for shutdown, (2) shut down the machine, (3) disconnect or isolate the machine from the energy source(s), (4) apply the lockout or tagout device(s) to the energy-isolating device(s), (5) release, restrain or otherwise render safe all potentially hazardous stored or residual energy, and (6) verify the isolation and deenergization of the machine.

Examples of when lockout/tagout is used:

- An electrical current or other operating hazard exists that could result in injury when servicing, repairing or inspecting electrical equipment
- Removing or bypassing a machine guard or other safety device
- Clearing a jam in equipment

Meeting note:

Employee comments/concerns: _____

Other safety issues to be addressed on the job/facility: _____

Training record: Date: _____ Jobsite/Facility: _____

Trainer: _____ Title: _____

Employee name (print)	Employee name (print)
/ (signature)	/ (signature)

/	/
---	---

/	/
---	---

/	/
---	---

(Continue recording signatures on a separate sheet of paper)

Employee Quiz is provided on last page. Answers are: 1. (c), 2. (a), 3. (f), 4. (b), 5. (d), 6. (a)



Lockout/Tagout – Electrical Equipment

OSHA's standard procedure for equipment lockout/tagout:

1. Prepare for machinery shutdown.
2. Machinery or equipment shutdown.
3. Machinery or equipment isolation.
4. Lockout or tagout application.
5. Release of stored energy.
6. Verification of isolation.



Employee Quiz

Topic: Lockout/Tagout - Electrical Equipment

Employee Name: _____

Circle the correct answer below.

1. To ensure employees' safety when electrical equipment is inspected, serviced or repaired:
 - a. cut off the power source
 - b. follow lockout/tagout procedures
 - c. All of the above
2. Temporarily shutting off power from an electrical source using a lock to prevent electricity from being released is:
 - a. Lockout
 - b. Tagout
3. The following steps are included in what workers must do before they begin service or maintenance activities:
 - a. prepare for shutdown
 - b. shut down the machine
 - c. turn on the machine
 - d. apply the lockout or tagout device(s) to the energy-isolating device(s)
 - e. A, B and C
 - f. A, B and D
4. The use of a "danger" tag indicating an electrical power source has been shut off and cannot be used until the danger tag is removed is:
 - a. Lockout
 - b. Tagout
5. Examples of when lockout/tagout is used:
 - a. An electrical current or other operating hazard exists that could result in injury when servicing, repairing or inspecting electrical equipment
 - b. Removing or bypassing a machine guard or other safety device
 - c. Clearing a jam in equipment
 - d. All of the above
6. The following spells out the steps employers must take to prevent accidents associated with hazardous energy:
 - a. OSHA's standard on the Control of Hazardous Energy (Lockout/Tagout)
 - b. National Hazardous Energy Association's Safety Manual
 - c. Association of Energy Safety's Standards of Practice

Training record:

Date: _____ Jobsite/Facility: _____

Trainer: _____ Title: _____