

WEEKLY SAFETY MEETING

FOR THE CONSTRUCTION INDUSTRY

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Job Name _____

Date _____

LOCKOUT/TAGOUT PROCEDURES

During the regular course of your workday, you may have to install, repair, clean, adjust, or service a piece of machinery or equipment. Your employer's lockout/tagout procedures are intended to safeguard you from the uncontrolled release of hazardous energy and unexpected startup while you perform any of these activities. The equipment you're servicing may contain moving parts, pressurized gases, liquids, or electrical energy, and coming in contact with any of these energy sources can lead to serious injury or death. Follow the required lockout/tagout procedures to control hazardous energy.

Hazardous energy is any type of energy in sufficient quantity to cause injury to a worker. Lockout/tagout programs save lives by requiring that workers disconnect all power sources and use either a lock or tag to prevent others from reactivating a system while maintenance activities are being performed. General lockout/tagout procedures include the following steps but it's important that you familiarize yourself with your employer's specific lockout/tagout program. If you have any questions or are in doubt about a step, stop what you're doing and ask your supervisor.

- Step 1: Notify co-workers in the area that lockout/tagout is required.
- Step 2: Identify all sources of hazardous energy.
- Step 3: Turn off the equipment and disconnect or isolate the machine from all energy sources.
- Step 4: Release all stored, hidden, and residual energy.
- Step 5: Apply locks and/or tags to the energy-isolating devices.
- Step 6: Make sure you have the only key for each of your locks.
- Step 7: Verify by testing or observation that all energy sources are isolated and/or de-energized.

Once your repair or installation work is finished: inspect your work, replace all guards, notify your co-workers, and make sure everyone is clear before you remove locks and re-energize the system, machine, or equipment.

Remember that the person who applies the locks or tags must be the one who removes them. Never remove another person's lock or tag. Lockout/tagout procedures are for your safety. Don't let one shortcut or a miscommunication change a life forever.

SAFETY REMINDER

**Safety is about identifying and controlling hazards.
Stay alert. Stay in control. Stay safe!**

Special Topics For Your Project _____

Employee Safety Recommendations _____

S.A.F.E. Cards® planned for this week _____

Reviewed MSDS # _____

Subject _____

Meeting Attended By _____

Supervisor's Signature _____

These instructions do not supersede local, state, or federal regulations.