
 <p>HEALTH, SAFETY & ENVIRONMENTAL MANUAL</p>	5.4.12 Safe Work Procedure – Lock Out, Tag Out, Try Out				
	Initial HIRA Score:	20	Residual HIRA Score:	5	Critical Task: No
	Program: 4.12				
	Revision Number: R0		Number of Pages: 2		
	Revision Date:	Approval Date: 10/01/2024	Effective Date: 10/01/2024	SIGNATURE: 	

SAFE WORK PROCEDURE

Lock Out and Tag Out

The following steps shall be taken for lock and tag:

1. Identify all energy sources (i.e., Hydraulic, Mechanical, Electrical, Chemical, Kinetic, Thermal).
2. Identify the parts to be locked out and the method to lock them out.
3. Notify all affected personnel.
4. Shut the power OFF. Make sure all equipment has been de-energized.
5. Check the moving parts to make sure they have stopped and make sure no material is rolling or falling.
6. Install your own lock and tag at each place you isolate an energy source. If more than one worker is working, each person must install their own locks and tags.
7. Check all switches, valves, and gauges. Try operating controls after lock-out to confirm all power is OFF and locked out.
8. Turn off all controls again.
9. Neutralize all stored energy if present.
10. Perform repairs, maintenance, and all necessary work.
11. Remove only your lock and tag.
12. Check all workers are cleared from the moving parts area. Use a loud start signal (i.e., horn) if possible.
13. Start-up equipment again.

Lockout Devices

- The lock's key is only carried by the person who installed the lock.
- If the lock has 2 or more keys that can open the lock, keep only one key, and discard the others. Remember: **ONE PERSON, ONE LOCK, ONE KEY.**
- The tag shall include the name of the person, the date, and the reason for the lockout.
- Both lock and tag need to be applied.
- Scissor locks will be used for multiple lockouts.
- For electrically powered equipment, the correct breaker(s) must be shut off and locked out at the electrical panel (i.e. plants, shop machinery, electric conveyors). Check with the electrician for any questions or issues.
- Battery boxes will be used on fuel (gas, diesel) powered equipment for lockout. The positive battery cable will be removed from the battery and secured in the lock box. In a series of batteries, use the cable from the battery with wires leading to the starter motor or starter relay.

NOTE:

Always refer to the manufacturer instructions for their detailed lockout procedures if available.

- The specific procedures may vary slightly depending on the equipment and set-up.
- Advise your supervisor that the equipment is locked out.

WHEN IN DOUBT, ASK SOMEONE WHO KNOWS



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JOB HAZARD RISK ASSESSMENT

Pre Control HIRA	Hazards	Controls	Post Control HIRA
15	Lock Out Tag Out Try Out (LOTOTO) <ul style="list-style-type: none"> • Lacerations • Musculoskeletal Disorders • Crushing Injuries • Puncture Injuries • Electrical Hazard 	<ul style="list-style-type: none"> • LOTOTO is used to de-energize equipment and prevent unwanted/accidental starting • Never begin work on equipment without follow J-AAR's LOTOTO policy/procedure • LOTOTO is also required when a piece of equipment has been found unsafe to use due to defect or hazard • If a guard must be removed, LOTOTO is required • The locks key is only to be carried by the person who installed the lock. The tag shall include the name of the person, company, date, and reason for lock out. Scissor locks will be provided if multiple locks are required 	5
20	Electrical Hazards <ul style="list-style-type: none"> • Electric Shock • Property Damage • Burns 	<ul style="list-style-type: none"> • Follow J-AAR's Electrical Hazards Policy • Inspect extension cords before use • Inspect all tools before use. • Tag out defective tools/cords 	10