

**DATE: 9/2/2022**

**TOOLBOX TALK**

# LOCKOUT/TAGOUT



Electrical panels may only have tags warning affected employees to not use certain switches.



Only specific locks and tags should be used for energy control procedures. These are some of the locks and tags available in the HVAC shop.

Lockout/Tagout procedures are to be used to prevent workers from harm by physical hazards that may be present when servicing or maintaining various machines and electrical equipment.

**Lockout** is the process of preventing the flow of energy by applying a lock, block, or chain to prevent the equipment from being operated while it is being worked on. Lockout should be used wherever possible

**Tagout** is the process of placing a tag on a power source to warn affected employees to not operate the equipment. Tagout is used wherever Lockout is not possible

**Authorized Employee**

A designated employee who is responsible for locking or tagging out machines before performing service or maintenance on that machine.

**Affected Employee**

Any employee who operates the machine or works in the area. Certain affected employees may also be authorized employees, but generally, affected employees should not service or maintain SUU equipment.

Affected Employees must understand energy control procedures and stay clear of equipment under lockout/tagout.

**Energy Control Procedures**

1. Be familiar with the hazards
2. Turn off equipment using normal controls
3. Isolate equipment from energy source and lock the isolating device
4. Attach lockout/tagout devices and notify affected employees
5. Relieve stored energy
6. Verify the equipment is de-energized and isolated
7. Complete servicing operations
8. Inspect work area for any further hazards
9. Remove lockout tagout devices
10. Notify affected employees

**Hazardous Energy Sources**

- Electrical
- Mechanical
- Pneumatic
- Hydraulic
- Chemical
- Thermal
- Pressurized Fluids
- Gravity
- Potential Energy

**FACILITIES  
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