



# Lockout / Tagout

## The CompWest Difference

CompWest customers are assigned a dedicated loss control consultant to identify and address loss trends while serving as a safety resource.

## What is lockout/tagout?

Lockout/tagout is the process of removing the energy source from a piece of machinery and then locking and tagging it. This procedure ensures that no one reconnects the energy source while a person is conducting maintenance or doing repairs. When lockout/tagout procedures are not adhered to, accidents can be catastrophic. Knowing the dangers and following the rules will keep employees safe.

## Energy sources that require lockout can be:

- Chemical
- Electrical
- Gas/steam
- Gravitational
- Hydraulic
- Pneumatic

## Lockout of a Device

A device utilizing a lock, either key or combination-type, to hold an energy-isolating device in the safe position, preventing the energizing of equipment.

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**Tagout of a Device**

A warning device, such as a tag, that is securely fastened to an energy-isolating device indicating that the energy-isolating device and the equipment being controlled cannot be operated until the tag is removed.

**Requirements for an Effective lockout/tagout policy**

- Establish a written, documented lockout/tagout procedure.
- Make sure that all personnel are properly trained. Clearly indicate which employees are authorized to lockout/tagout and which aren't.
- Identify all machinery and equipment that needs lockout/tagout.
- Identify all energy sources on every single piece of equipment and machinery.
- Identify the best way to lockout each of the energy sources.
- Tagout ONLY those energy sources that cannot be locked out.
- Make sure that all locks and tags clearly identify the worker who put them on.
- Make sure that only the employee who put the lock or tag on is allowed or able to remove it.

**Key aspects of lockout/tagout**

- The machine or equipment has no potential for stored or residual energy or the re-accumulation of stored energy after shut down.
- The machine or equipment has a single energy source readily identified and isolated.
- The isolation and locking out of the energy source will completely deactivate the machine or equipment.
- The machine or equipment is isolated from the energy source and locked out during maintenance.
- A single lockout device will achieve a locked-out condition.
- The lockout device is under the exclusive control of the authorized employee performing the maintenance.
- Maintenance does not create hazards for other employees.
- There have been no accidents during maintenance activities as a result of the failure to properly deactivate machine.

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