



# Safety Tip of the Week

Your Safety Is Our Business®

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## Lockout/Tagout Safety

Any powered equipment that could put you in danger is a hazard that can be prevented when lockout/tagout/tryout procedures are followed.

### Most common causes of accidents:

- The machine or piece of equipment was not completely shut off before a maintenance or repair operation;
- The machine was turned on accidentally, either out of carelessness or because the person who turned it on didn't realize that another worker was there and could get hurt;
- The machine wasn't working correctly but wasn't fixed, turned off, locked or tagged, and someone who didn't know about the problem used it;
- Moving equipment wasn't blocked; or
- Safety procedures were inadequate or hadn't been properly explained.



Remember the dangers and be on your guard around any machinery and moving equipment. Even if you don't operate the machinery, you could get caught in it and injured if it isn't properly disconnected.

### How to prevent accidental injury from moving machinery:

- Develop written procedures explaining how lockout is to be done.
- Train all personnel in the lockout procedures for their particular job and offer periodic refresher training.
- Allow no deviation from the written policies and procedures.
- Test the energy after you believe it to be isolated.
  - This is one of the most overlooked steps and probably the most important.
- Perform regular maintenance to prevent malfunctioning equipment.

**If in Doubt...Lock it Out!!**