



SAFETY GRAM

MCI WEST SAFETY PRESS



LOCKOUT TAGOUT Procedure

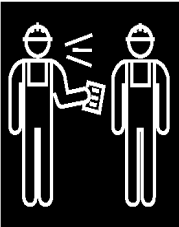
The Lockout Tagout procedure is a critical workplace safety component that protects workers from dangerous releases of power or sudden re-energizing of machinery during routine maintenance or repair operations.

1: Identify



Identify the types of energy sources used, potential hazards and all control devices.

2: Notify



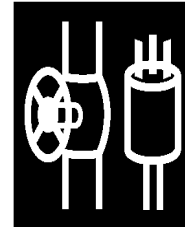
Notify all affected employees.

3: Turn Off



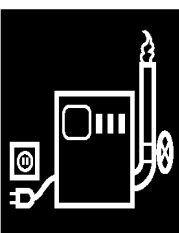
Turn off all operating controls.

4: Locate



Locate all energy sources.

5: Isolate



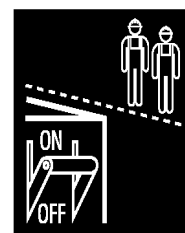
Isolate all energy sources by blocking, bleeding and venting stored energy as found in springs, hydraulic and pneumatic systems.

6: Lock-out



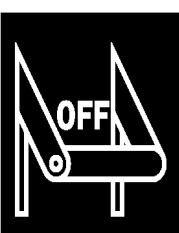
Lock-out all switches and energy controls in the "OFF" or "SAFE" position.

7: Test



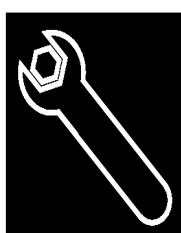
Make sure everyone is clear and test operating controls to ensure power has been secured and the controls cannot start the machines.

8: Return



Return all operating controls to the "OFF" position.

9: Perform



Perform required task.

10: Remove



Remove lockout devices only after the equipment is fully assembled and all affected employees have been notified. Each lockout device must be removed by the person who put it on.