



S&W READY MIX CONCRETE COMPANY	PLANT #:
CORPORATE ENVIRONMENTAL / SAFETY PROGRAM	FEBRUARY
LOCKOUT/TAGOUT - MONTHLY TRAINING TOPIC	

PUT A LOCK ON IT!

Lockout/Tagout is a procedure designed to help you ensure the electrical and mechanical power to a piece of equipment is off and physically isolated before you start working on it to make repairs or adjustments. If you don't use this procedure, you could be seriously or fatally injured if the machine starts up unexpectedly.

Lockout involves putting a lock on the control. These locks are often accompanied by tags explaining that a lockout is in force. The tag often includes the name of the worker who placed the lock - reminding other workers his life would be in danger if the machinery started up. A tag alone is not sufficient because someone could ignore it and start the machine anyway. Only the worker who installed the lock is allowed to remove it.

Lockout/Tagout requires extensive training which is why only trained and authorized workers may perform lockout procedures.

Here are the steps commonly involved in a lockout:

- *Inform other workers a lockout is going into effect.*
- *Turn off the equipment at the main control.*
- *Attach your lock at the main control so no one can turn it on again.*
- *Try to start the machine at the main control panel, to ensure it is disabled.*
- *Check for other forms of energy including secondary electrical power sources, springs and hydraulic pressure. Disconnect or block these, lock them out and make sure they won't move.*
- *When you are sure all sources of energy have been isolated, do your maintenance, repair or adjustment.*
- *Return all the safety machine guards to the equipment. Take off the safety locks, ending at the main control switch.*
- *Tell your co-workers the machine is ready to use.*

Even if you do not perform lockout procedures yourself, you need to know what is involved. You may be affected because you operate the machine, or you may be working nearby. Either way, you must understand the importance of respecting locks and tags. Never tamper with them.