

Rowan University Academic & Research Operations

General Lockout/Tagout Procedures Summary

Lockout/Tagout Preparations

Survey the machine/equipment to locate and identify all energy isolation points. More than one energy isolation point may exist. Read and understand the written LOTO procedure for the machine/equipment to be locked/tagged out.

Sequence of Lockout Tagout System Procedures

1. Notify all affected individuals that a lockout or tagout system is going to be implemented. The authorized individual must know the type and nature of energy that the machine or equipment utilizes and must fully understand the hazards.
2. If the machine or equipment is operating, shut it down by the normal stopping procedure (depress stop button, open toggle switch, etc.) as outlined in the SOP or operator manual.
3. Operate the switch, valve, or other energy-isolating device(s) so that the equipment is isolated from its energy source(s). Stored energy (such as that in electrical capacitors, springs, elevated machine components, flywheels, hydraulic systems, air, gas, steam, water pressure, etc.) must be dissipated or restrained by methods such as repositioning, blocking, bleeding down, etc.
4. Lockout and/or tagout the energy-isolation device(s) with assigned individual lock(s) and/or tag(s). Verify LOTO efficacy through the following steps:
 - a) Ensure that the machine or equipment is in a safe state and no personnel are exposed to any potential hazard.
 - b) Initiate a machine or equipment start to verify that the LOTO procedure successfully rendered the equipment inoperable.
 - c) If the equipment is capable of being operated from a remote station or computer control system, the authorized individual **MUST** verify that the equipment cannot start remotely.
 - d) Return ALL operating control(s) to the “neutral” or “off” position after the test has been completed.
5. The equipment is now locked out and/or tagged out.

Restoring Machines or Equipment to Normal Operations

1. After the servicing and/or maintenance is complete and equipment is ready for normal operations:
 - a) Check and verify that all tools and materials used in the procedure have been removed and are accounted for.
 - b) Verify that all guarding devices have been properly reinstalled.
2. Notify the affected individual(s) and check the area around the machines or equipment to ensure that no personnel are exposed to any potential hazards.
3. All authorized individuals involved in the LOTO procedure must remove their own personal lockout and tagout devices.
4. After all LOTO devices have been properly removed, return the energy isolation devices to the normal position for machine or equipment operation.