

# TOOLBOX SAFETY TRAINING

Company \_\_\_\_\_ Location \_\_\_\_\_ Date \_\_\_\_\_

## Vol 17 - No 24 LOCKOUT / TAGOUT



### Definition and description:

**TAGS** are used to identify equipment that has been removed from service for maintenance or other purposes. They are uniquely designed and have clear warnings printed on them instructing personnel not to operate the equipment.

**LOCKS** are applied to de-energized equipment to prevent accidental or unauthorized operation.

**LOCKS AND TAGS** are normally applied together. However, some special circumstances may require the use of a tag without a lock and/or a lock without a tag.

Locks and tags should be applied to open circuit breakers, switches, or contactors whenever personnel will be exposed to the conductors

which are normally fed by those devices. The application of the tags will warn and inform other employees, who applied the tag, why the tag was applied, and that the equipment is not available for service. The lock will prevent the operation of the breaker, switch, or contactor so that the circuit cannot be accidentally re-energized.



Please note the OSHA standard regarding lockout-tagout of circuits:  
**1926.417 Lockout and tagging of circuits.**

- (a) **Controls.** Controls that are to be deactivated during the course of work on energized or de-energized equipment or circuits shall be tagged.
- (b) **Equipment and circuits.** Equipment or circuits that are de-energized shall be rendered inoperative and shall have tags attached at all points where such equipment or circuits can be energized.
- © **Tags.** Tags shall be placed to identify plainly the equipment or circuits being worked on.

Employers should develop a written Lockout/Tagout Safety Program which clearly defines the lockout-tagout rules for their technicians. These specifications should be kept on file and reviewed periodically to ensure that it is kept to date. Proper lockout-tagout training must be current for all employees.

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