



## TOOLBOX TALK #34

### Lock-Out/Tag-Out

Our company maintains a very strict policy regarding Lock-Out/Tag-Out of machinery and equipment. This is to avoid serious injuries that can result when a machine is put into operation or power released during repair or maintenance. Any person who operates machinery or equipment, or works in locations where lock-out/tag-out operations are performed, should be trained with regard to these procedures.

Only persons who have been trained and demonstrated a high degree of proficiency will be assigned to perform lock-out/tag-out procedures. If you have not been specifically trained for this purpose, you are not among those permitted to perform these functions. Authorized members of this crew will be trained to recognize hazards, such as the type and magnitude of electrical sources, and the methods necessary to isolate and control these exposures.

All other members of the crew will be trained in the purpose and recognition of this procedure. You will be specifically trained to visually recognize missing or damaged guards, exposed electrical connections, non-insulated or damaged wiring, missing or open enclosures, and other causes for initiating lock-out/tag-out procedures. If you have received your training, you can expect to receive retraining on a periodic basis to ensure your knowledge in this important area remains current.

Injuries related to errors or mistakes with regard to lock-out/tag-out procedures can be deadly. If you ever have a question about the safe operation of equipment or machinery, recognize a need for service or repair, or cannot be certain regarding the status of equipment that should or may be tagged, DO NOT PROCEED. Report your questions or observations to me for further instruction. Everyone on this team falls into one of the two categories we just discussed. Be certain you are responsible for acting appropriately in your given classification.

**Facilitator Notes:** Describe some of the more common instances where this procedure would be initiated. Specify the hazards associated in each case and bring the lock-out/tag-out procedures to life. Identify the members of your crew who are authorized to perform the procedures and ask them to share their understandings of the hazards associated with mishaps and failure to follow these policies.

**Additional Notes:** \_\_\_\_\_  
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**Crew Member Comments:** \_\_\_\_\_  
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**Presented By:** \_\_\_\_\_ **Date/Time** \_\_\_\_\_

**Attendees:** \_\_\_\_\_  
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List additional attendees on back of sheet