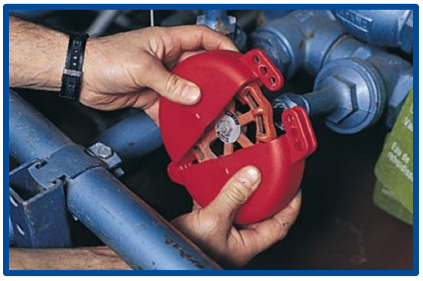
Draft Standard Operating Procedures for Lock-Out Tag-Out (LO/TO)

(29 CFR 1910.147)

This standard covers the servicing and maintenance of machines and equipment in which the energization, or startup of the machines or equipment, causes a release of stored energy that could harm employees. This standard establishes minimum performance requirements for the control of such hazardous energy.

- Each piece of equipment that has the potential to injure the operator with the release of stored energy, either electrical or hydraulic, must be locked out and tagged
- There is a way to lock out almost everything in a wastewater treatment plant (WWTP)
    - Valves can be chained in place
    - Covers are available to go over handwheels that can be locked
    - Electrical panels can be locked
    - Individual breakers can be covered and padlocked
    - Starter units have a location available to insert a lock or hasp through to prevent power from being turned on
- Each person working on the piece of equipment should place their lock on the unit
- A multiple lockout hasp is used when there will be more than one person working on a piece of equipment. This item allows multiple locks to be attached to a single unit. Each person working on the unit should have their lock and tag attached to the multiple lockout hasp
- Do not cut off someone else's lock. You have to find the person whose lock is still on the unit and have them remove it

Multiple Lockout Hasp



Cover to Lockout a Handwheel

- The tag that is attached to the lock to indicated who locked out the equipment should contain the following information:
    - Name of the person who is locking out the piece of equipment
    - The date that the equipment is locked out
    - The tags are usually labeled
        - **“Danger”**
        - **“Do Not Operate”**
        - **“Equipment is Locked Out”**
- When all work is completed on the equipment, the lock/s and tag/s can be removed and the equipment can be placed back into service

PROCEDURE TO FOLLOW WHEN LOCKING OUT EQUIPMENT

1. Have tag, lock, and locking device at the site
2. Make sure the equipment is turned off
3. Complete the tag with your name and the date
4. Use the lockout device to make the equipment inoperable

5. Attach tag and lock to the lockout device
6. Perform work on the equipment
7. Remove the tag and lock from the lockout device
8. Check unit for proper operation
9. If the equipment is working properly, put the unit back into service
10. Return tag, lock, and locking device to the proper storage location