

# Petroleum Oriented Safety Training Best Practices



For more tips and guidelines  
visit [www.POSTtraining.ca](http://www.POSTtraining.ca)



## Lock-out Tag-out

## The importance of proper lock-out / tag-out

Injuries from 'stored energies' are some of the most critical and can include: burns, cuts, electrocution, entanglement, crushing, amputations, engulfment and asphyxiation. Although 'electrical' hazards are the most common, this also relates to other types of 'stored energy' such as: Hydraulic, Pneumatic, Pressure and Gravitational.

- ▲ Workers who perform Lock-out/Tag-out must be competent and be able to show proof of receiving appropriate training
- ▲ Prior to work, workers need to inform the 'appropriate personnel' that a Lock-out is required, as this may impact the business while the equipment is disconnected from its energy source
- ▲ Workers should wear the appropriate Personal Protective Equipment as well as having the correct type of lock-outs, including locks and tags. *(examples of lock-outs include: breaker lock-outs for electrical; blocks, wedges, pins and chains for hydraulic; piston, t-handle, lever and gate-valve locks for pneumatic)*
- ▲ Prior to work, inspect the equipment to be locked out and establish your 'safe-work zone' using the POST Barricade Standard
- ▲ Complete the appropriate safety paperwork; *Safe-Work Permit / Job-Safety Analysis*, as well as the *Lock-out/Tag-out Critical Checklist* and discuss with the operator or attendant



Proper PPE



Lock-out kit

- ▲ Locate the appropriate source of 'energy', and isolate (*disconnect from 'main' power source*)
- ▲ Attach your 'personal' lock and tag to the lock-out. The key for the lock must remain with the worker at all times. The tag should contain the following information: *your name, equipment effected, date of lock-out and expected date of completion*



- ▲ TEST by attempting to 'power-on' the equipment; this will ensure you have isolated the correct source of 'energy' (*Testing is the most crucial step in a proper Lock-out Procedure; most injuries and deaths are a result of inadequate testing prior to performing work*)
- ▲ Once work is complete, inspect equipment and inform site personnel that 'energy' is about to be restored, (*if multiple locks had been attached to the same lock-out, remove yours, keep equipment barricaded off and make plans to return once energy is restored*)
- ▲ If you are, **a)** leaving equipment locked out for an extended period, **b)** performing a transfer of lock ownership with a co-worker or **c)** performing a forceful lock removal – be sure to follow **your** companies' specific procedure

**Injuries from 'stored energies' are preventable; COMMUNICATION and TESTING are key to a safe Lock-out/Tag-out Procedure**