

Toolbox Talk

Lock Off & Tag Out



What?

- To ensure effective isolation of the equipment from all known sources of energy.
- A lock prevents anyone else from accidentally reactivating the equipment while it's being repaired or maintained
- The tag identifies WHO installed the lock
- Equipment must be shut down in proper sequence and de-energised using normal shutdown procedures
- Isolation prevents equipment or systems from becoming energised or suddenly moving
- It is used extensively to provide a safe place to work when installing, commissioning, replacing or maintaining plant and equipment



Why?

- Ineffective isolation can result in sudden movement of plant and equipment, component becoming charged or the accidental ingress of material, vapour or gases into the work area
- Effective isolation is one of the most effective ways of protecting yourself and others when carrying out the installation or maintenance of equipment

Before adjustment or repair, you must properly isolate the switch or valve by:

- Putting it into the “off” position or “closed” position and applying a suitable padlock
- Attaching a tag with your name, date and the reason for isolation
- Check the equipment is safe (stopped)



Do



- ✓ Identify all sources of energy which supply the equipment
- ✓ Identify all correct isolation points
- ✓ Make sure you have permission to isolate
- ✓ Lock off using a unique padlock
- ✓ Keep the key with you at all times
- ✓ Test to make sure isolation is effective
- ✓ Ensure any stored energy is released
- ✓ Remove all lockout / tag devices at the end of the work

Don't



- ✗ Clean, repair or perform maintenance on any machine / equipment without isolating properly
- ✗ Work on equipment which is still moving
- ✗ Remove any lockout / tag devices if you are not authorised to do so

