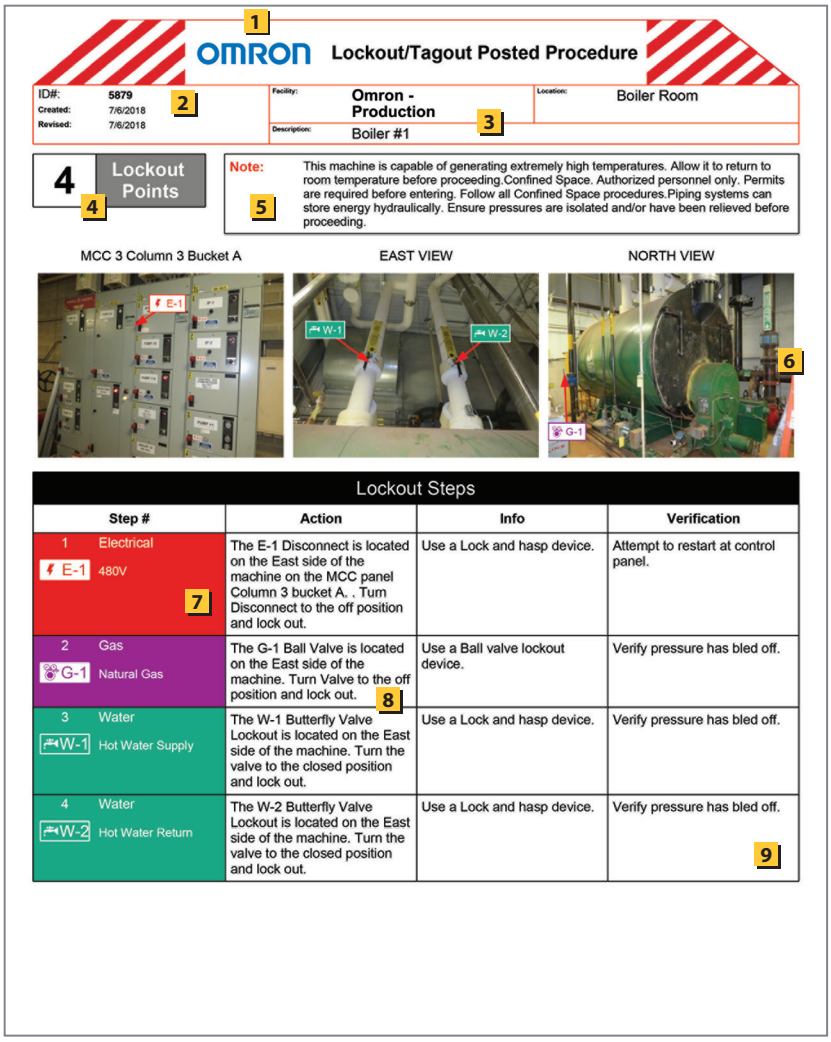
Elements of a Visual Lockout Procedure

Create a safe and compliant visual lockout procedure

There are a variety of components in a visual lockout tagout procedure that will help ensure your employees will get home safe. Use this helpful guide from our partner at Brady to determine what elements are required for compliance, and best practices to complete an even safer lockout procedure.



OMRON Lockout/Tagout Posted Procedure

ID#: 5879 Created: 7/6/2018 Revised: 7/6/2018

Facility: Omron - Production

Location: Boiler Room

Description: Boiler #1

4 Lockout Points

Note: This machine is capable of generating extremely high temperatures. Allow it to return to room temperature before proceeding.Confined Space. Authorized personnel only. Permits are required before entering. Follow all Confined Space procedures.Piping systems can store energy hydraulically. Ensure pressures are isolated and/or have been relieved before proceeding.

MCC 3 Column 3 Bucket A | EAST VIEW | NORTH VIEW

Lockout Steps

Step #	Action	Info	Verification
1 Electrical E-1 480V	The E-1 Disconnect is located on the East side of the machine on the MCC panel Column 3 bucket A. . Turn Disconnect to the off position and lock out.	Use a Lock and hasp device.	Attempt to restart at control panel.
2 Gas G-1 Natural Gas	The G-1 Ball Valve is located on the East side of the machine. Turn Valve to the off position and lock out.	Use a Ball valve lockout device.	Verify pressure has bled off.
3 Water W-1 Hot Water Supply	The W-1 Butterfly Valve Lockout is located on the East side of the machine. Turn the valve to the closed position and lock out.	Use a Lock and hasp device.	Verify pressure has bled off.
4 Water W-2 Hot Water Return	The W-2 Butterfly Valve Lockout is located on the East side of the machine. Turn the valve to the closed position and lock out.	Use a Lock and hasp device.	Verify pressure has bled off.

1 **Best practice:** Company logo

2 **Best practice:** Machine-specific equipment ID number

3 **Required:** Facility name, location, equipment name

4 **Best practice:** Number of lockout points

5 **Best practice:** The caution statement is where additional hazards and noteworthy information can be communicated

6 **Best practice:** Pictures of equipment

7 **Required:** While having corresponding energy source tags mounted on equipment and indicated on the lockout procedure is considered "best practice," lockout procedures are required to identify energy sources and magnitude. (OSHA1910.147(d)(1))

8 **Required:** Action steps to isolate energy and location of isolation points. These must include procedural steps for shutting down, isolating, blocking and securing equipment to control hazardous energy. They also must include steps for the use of lockout devices and their responsibility. 1910.147(c)(4)(ii)(B-C)

9 **Required:** Verification is required on every step of your lockout procedure. This is how your employees will know whether or not the energy source is truly isolated and at a zero energy state. 1910.147(c)(4)(ii)(D)

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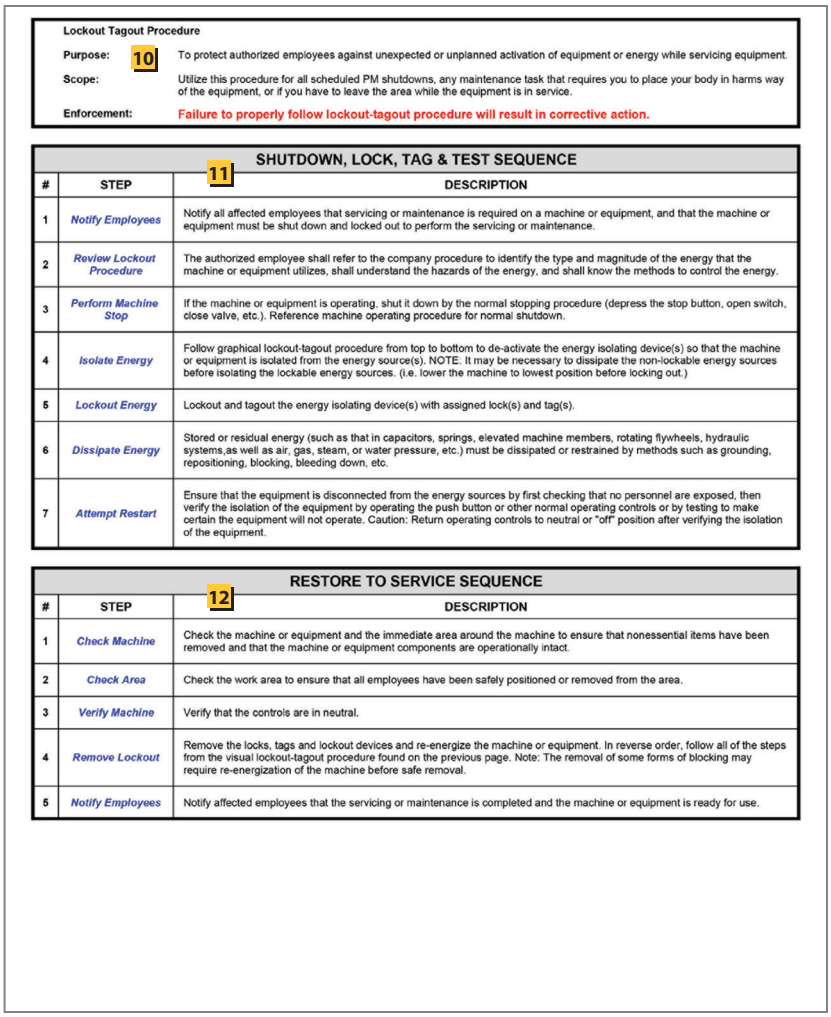

Lockout Tagout Procedure

Purpose: 10 To protect authorized employees against unexpected or unplanned activation of equipment or energy while servicing equipment.

Scope: Utilize this procedure for all scheduled PM shutdowns, any maintenance task that requires you to place your body in harms way of the equipment, or if you have to leave the area while the equipment is in service.

Enforcement: Failure to properly follow lockout-tagout procedure will result in corrective action.

SHUTDOWN, LOCK, TAG & TEST SEQUENCE

#	STEP	11 DESCRIPTION
1	*Notify Employees*	Notify all affected employees that servicing or maintenance is required on a machine or equipment, and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.
2	*Review Lockout Procedure*	The authorized employee shall refer to the company procedure to identify the type and magnitude of the energy that the machine or equipment utilizes, shall understand the hazards of the energy, and shall know the methods to control the energy.
3	*Perform Machine Stop*	If the machine or equipment is operating, shut it down by the normal stopping procedure (depress the stop button, open switch, close valve, etc.). Reference machine operating procedure for normal shutdown.
4	*Isolate Energy*	Follow graphical lockout-tagout procedure from top to bottom to de-activate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s). NOTE: It may be necessary to dissipate the non-lockable energy sources before isolating the lockable energy sources. (i.e. lower the machine to lowest position before locking out.)
5	*Lockout Energy*	Lockout and tagout the energy isolating device(s) with assigned lock(s) and tag(s).
6	*Dissipate Energy*	Stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems,as well as air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.
7	*Attempt Restart*	Ensure that the equipment is disconnected from the energy sources by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or other normal operating controls or by testing to make certain the equipment will not operate. Caution: Return operating controls to neutral or "off" position after verifying the isolation of the equipment.

RESTORE TO SERVICE SEQUENCE

#	STEP	12 DESCRIPTION
1	*Check Machine*	Check the machine or equipment and the immediate area around the machine to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.
2	*Check Area*	Check the work area to ensure that all employees have been safely positioned or removed from the area.
3	*Verify Machine*	Verify that the controls are in neutral.
4	*Remove Lockout*	Remove the locks, tags and lockout devices and re-energize the machine or equipment. In reverse order, follow all of the steps from the visual lockout-tagout procedure found on the previous page. Note: The removal of some forms of blocking may require re-energization of the machine before safe removal.
5	*Notify Employees*	Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.

10 **Required:** Purpose, scope and enforcement of lockout tagout procedure must be included on Physical procedure. 1910.147(c)(4)(ii)

11 **Required:** A sequential procedure for shutdown, locking/tagging and testing must be included on the lockout procedure. 1910.147 App A

12 **Required:** A sequential procedure to restore equipment to service must be included on the lockout procedure. 1910.147 App A

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S89I-E-01 Note: Specifications are subject to change.

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