

Montana Ag Safety Program



Lockout and Tagout

Lockout and tagout procedures should be used during any work, including service or maintenance, of/on machines and equipment where unexpected start up or the release of stored energy could result in injury or death. Examples include: electrical, air pressure, hydraulic pressure, chemical, thermal, or springs under tension.

Lockout: place a lock on a device that prevents the release of energy (“starting up”)

Tagout: place a tag on a switch or other shutoff device that warns others not to start the piece of equipment

- To remove energy:
 - Notify all affected employees.
 - Shut down using normal stopping procedures, whenever possible.
 - Isolate from all energy sources.
 - Lockout and/or tagout from all energy sources.
 - Release or restrain stored/residual energy.
 - Verify isolation from all energy sources.
- To restore energy:
 - Check the machine – remove all nonessential items, replace all guards, etc.
 - Notify all affected employees.
 - Remove lockout and reenergize.
- Except in the case of emergencies, only the person who attached the lockout/tagout may remove it.
- Ensure all lockout devices are in good working order. Replace any devices not functioning correctly immediately.

These safety rules have been written and provided to you for your safety. Your signature below indicates you have read and understand these rules, and further, that you accept the responsibility of always using good judgment to make workplace safety your number one priority.

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