

Contents

<u>Getting started...</u>	
Before you begin...	1
When you finish...	1
Course Design	1
<u>1. Introduction - Lockout and Tagging</u>	
Unit Objectives	2
Purpose of a Lockout and Tagging Procedure	2
Basic Steps	3
When is lockout and tagging required?	4
Types of Hazards	5
Mechanical	5
Electrical	6
Chemical	7
When is a lockout NOT required?	7
Equipment that Cannot Be Locked Out	8
Acceptable Devices	10
Special Locks for Lockout	10
Isolating and Disconnect Devices	11
Multiple Lockout Devices	13
Tags	14
<u>2. Individual Responsibilities</u>	
Unit Objectives	17
Management	17
Authorized Signer	18
Work Crew Supervisor	20
Work Crew Member	20
Contractors	22
Affected Employees	22
<u>3. Lockout and Tagging/Mechanical Hazards</u>	
Unit Objectives	24
Procedure Steps	24
<u>4. Lockout and Tagging/Electrical Hazards</u>	
Unit Objectives	27
Procedure Steps	27
<u>5. Lockout and Tagging/Chemical and Other Hazards</u>	
Unit Objectives	30
Complex Systems	30
Procedure Steps	31

Contents continued...

6. Completing the Job

Unit Objectives	35
Returning to Normal Operations	35

7. Review Exercise

Unit Objectives	37
Questions	37