Purpose

To provide correct procedure for lock out/tag out of machinery and equipment. This procedure shall protect employees from unexpected energizing or startup of the equipment, and/or the release of hazardous energy during service or maintenance of equipment.

Lock out /Tag out Steps

- If Air Compressor is serving equipment in areas with specific critical compressed air requirements, notify person in charge of area and require that person to secure any critical materials present. Area should be isolated and access restricted.
- The Air Compressor shaft, pulley and/or belt may continue to spin from residual energy.
- Locate the electrical disconnect switch if present.
- Turn off power at distribution panel for corresponding Air Compressor. Place a lock and tag on shutdown device.
- Close valve on compressed air supply side of Air Compressor to Isolate Air Compressor from the system it serves.
- Once all air has been bled off, place a lock and tag on the opened valve.
- The machine or equipment is now locked out.

Procedure to Restore to Service

- Restore Air Compressor to normal operating condition, with all normal safety precautions in place.
- Remove the lock out devices and reenergize the machine.
- Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.
- The machine or equipment is now back in service.