



Locking out plugged-in electrical equipment

Electricity is the energy source that needs to be locked out most commonly. One of the most common types of electrical machinery and equipment is plugged-in equipment.

Plugged-in equipment

Follow these steps to lock out plugged-in machinery and equipment:

1. Identify the machinery or equipment that needs to be locked out.
2. Shut off the machine or equipment and make sure that all moving parts have come to a complete stop.
3. Unplug the machine.
4. Apply a personal lock to the plug unless the worker doing the maintenance can keep the plug in view and under control while working on the equipment.
5. Test the lockout to make sure it is effective.

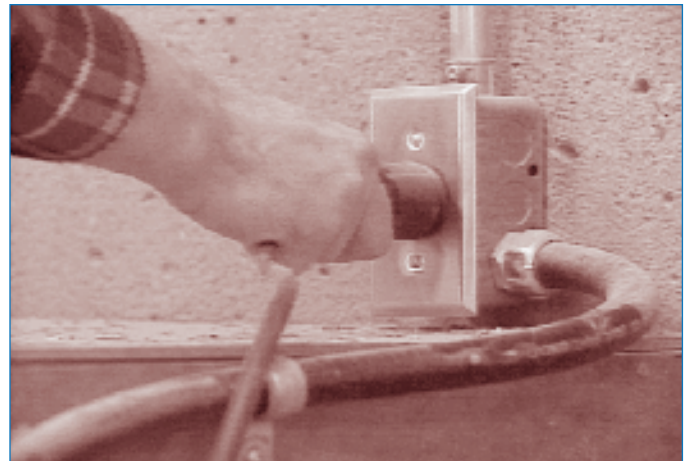
Note: In step 4, if the plug is kept under the exclusive and immediate control of one worker at all times while the maintenance work is being done, then a lock may not be required. The worker should have the plug in sight and within reach so that no one else can accidentally plug in the equipment.

However, if the worker leaves the equipment unattended without a lock and the work is incomplete, then the lockout procedure must be re-established when the worker returns. Alternatively, the worker can apply a lock when leaving the equipment.

Example: Locking out a radial arm saw

To lock out a radial arm saw before performing maintenance:

1. Shut off the saw.
2. Unplug the saw.
3. Keep the plug in plain view and within reach while performing maintenance on the saw.



Pull the plug to disconnect the machine from the electric power supply.



Keep the plug in plain view and within reach while performing maintenance.

Project: _____ Address: _____

Employer: _____ Supervisor: _____

Date: _____ Time: _____ Shift: _____

Number in crew: _____ Number attending: _____

Other safety issues or suggestions made by crew members:

Record of those attending:

Name: (please print)	Signature:	Company:
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

Manager's remarks: _____

Manager: _____ Supervisor: _____

(signature)

(signature)



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