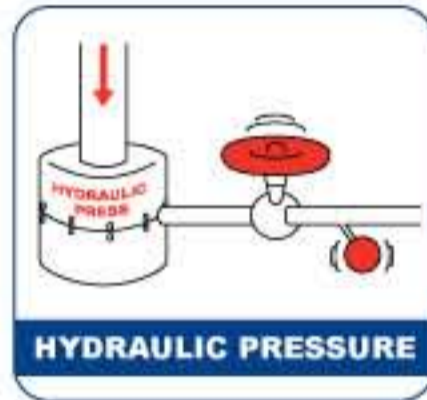
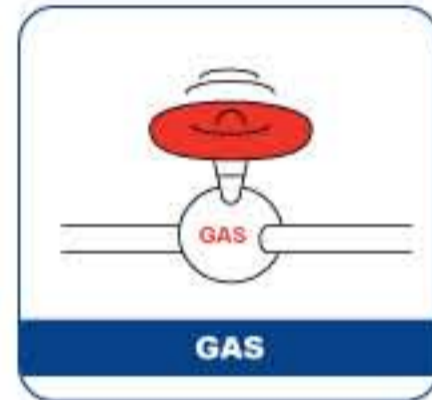


LOCKOUT SAFETY

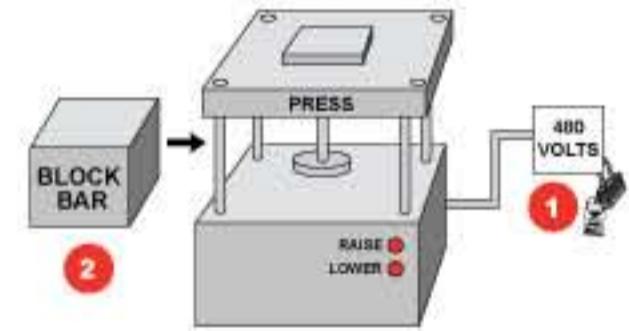
ENERGY CAN BE DANGEROUS AND PRESENTED IN DIFFERENT FORMS:

Watch out for **STORED** energy. Some machines store energy in **RAISED LOADS**, **COILED SPRINGS** and **CHARGED CAPACITORS** even after the energy sources have been turned off.



WHAT IS ENERGY LOCKOUT?

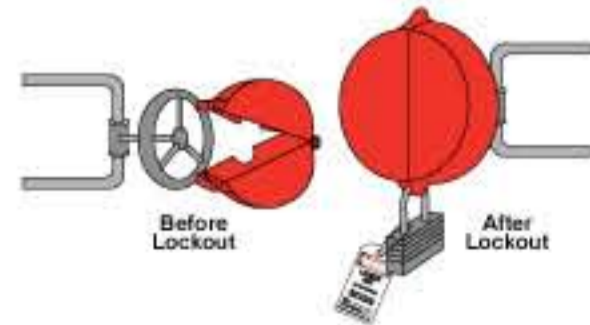
A lockout is a device which provides positive means for rendering a switch, valve, raised load, coiled spring or any energy source inoperative. Lockout is a necessary step for ensuring worker safety prior to performing maintenance or servicing works. The lockout device may be a padlock, blanking plate, restraining bar, chain and padlock or any device that prevents machinery from being energized or from releasing stored energy.



Some valve handles can also be locked out with a chain and a padlock.



A multiple lockout device is used for accommodating multiple padlocks.



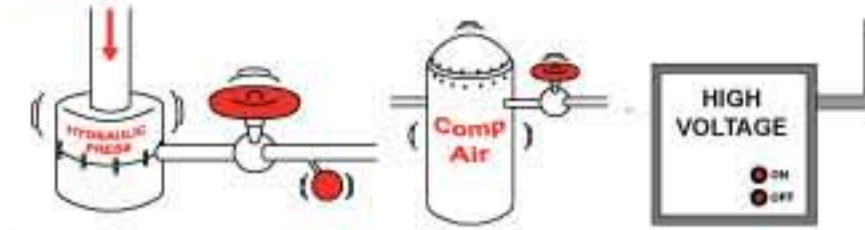
Equipment such as an electrical box may be locked out with a multiple lockout device and padlocks when a team of maintenance personnel are servicing the equipment.



A Safetee Donut™ is a device that can be used to lockout round valve handles of varying diameters. The device loosely encases the valve handle, preventing access and turning of the handle.

ELEMENTS OF AN EFFECTIVE LOCKOUT SAFETY PROGRAM

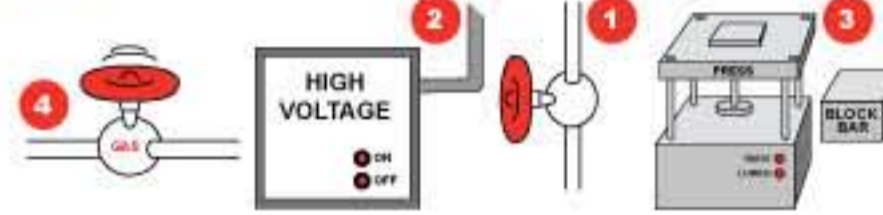
1 DETERMINE WHICH ENERGY SOURCES SHOULD BE LOCKED OUT



2 CAN LOCKS BE APPLIED?

Ensure that the equipment to be serviced can be locked out and de-energized. Locks should be applied whenever possible. If locks or positive blocks cannot be applied, always check with the safety manager before proceeding with any maintenance works.

3 DETERMINE THE LOCKOUT SEQUENCE



4 DETERMINE WHO WILL APPLY LOCKOUT/TAGOUT



5 WHEN A TEAM OF MAINTENANCE PERSONNEL ARE INVOLVED

If there is a team of maintenance personnel, ensure each member applies their own locks and tags. At least one of the maintenance personnel should apply his or her lock and tag to all the lockout points.

6 ENSURE ALL STORED ENERGY HAS BEEN SAFELY RELEASED OR LOCKED OUT

Stored energy comes in forms of a raised blade or weight, residual line pressures from gases or liquids, capacitor stored electricity, reservoir tanks or coiled springs. Stored energy is equally dangerous hence it is essential to ensure that both energy sources and stored energy are properly locked out.

7 FOLLOW COMPANY PROCEDURE FOR MAINTENANCE

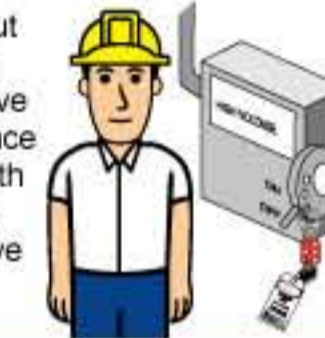


8 BEFORE REMOVING LOCKS/TAGS AND RESTORING MACHINERY TO OPERATION, ALWAYS ENSURE THAT:

- All machinery safety guards are reinstated
- Maintenance work is completed and tools are properly put away
- Workers are positioned at a safe distance from machinery
- Controls are positioned correctly for start-up and machine is operational-ready

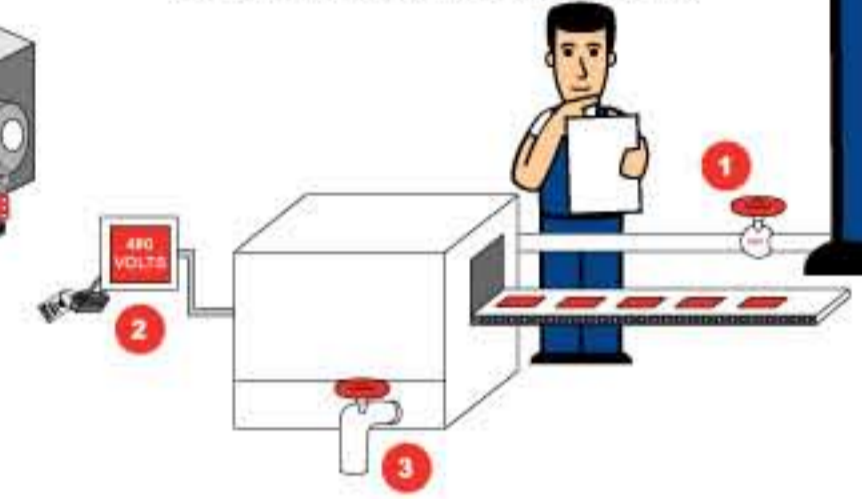
9 ONLY THE INDIVIDUAL WHO APPLIED THE LOCK & TAG SHOULD REMOVE IT!

In accordance with the Lockout/Tagout guidelines, **ONLY** the individual who applied the lock and tag should remove it. When there is a team of maintenance personnel working on a machinery with multiple lockout points, team leaders should be the **LAST** person to remove his or her lock.



10 FOLLOW THE PREDETERMINED COMPANY PROCEDURES FOR UNLOCKING AND UNTAGGING THE LOCKOUT POINTS AND RETURN THE MACHINE TO SERVICE.

Ensure that no one is attempting to operate the machine during this step.



11 CONTINUED EMPLOYEE TRAINING AND EDUCATION

Safety is everyone's responsibility. **ALL** employees and external contractors should have a basic understanding of Lockout/Tagout policies and procedures. It is critical that you and your organization provide adequate and continued training specific for your workplace.

LOCKOUT TRAINING



WHAT IS A TAGOUT?

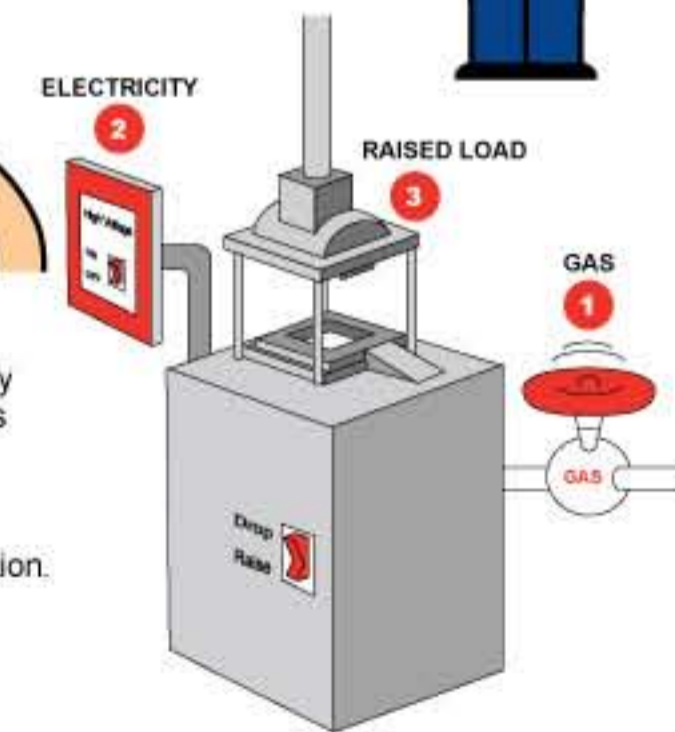
A lockout tag should indicate who and when the equipment was locked out. Information such as contact details may also be included. Tags should be durable and securely fastened to the locked out equipment to prevent accidental removal and should remain legible in all weather conditions. Tags should only be applied and removed by the respective authorized individual. Lockout tags warn of danger and no one should tamper with the equipment that they are attached to.



BEWARE

An equipment may be powered by various energy sources such as electricity (2), gas (1), and a raised weight (3). These sources may contain residual energy and any single source that is not properly locked out is still hazardous.

It is important to adhere to the Lockout/Tagout procedures and policies established by your organization. Please contact your immediate supervisor, safety manager or authorized individual for the detailed Lockout/Tagout procedures and policies before commencing any maintenance work.



To find out more about Brady and our products, please visit www.bradyid.com/ap.

NOTICE - This poster is designed to present a general overview of Lockout/Tagout safety program. Do consult your organization's Lockout/Tagout procedures and policies for detailed safety information before working on any machinery or equipments.

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