

# Michigan Municipal Workers' Compensation Fund Safety and Health Resource Manual

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## MIOSHA'S LOCKOUT/TAGOUT Key Elements of MIOSHA's Lockout/Tagout Standard

### General Requirements

1. Establish a program consisting of energy control and employee training procedures.
2. Use effective tagout methods if it is not possible to lockout equipment. Provisions for lockout/tagout devices are a requirement for new machines or equipment or following major repairs or modifications.
3. Make certain that tagouts, when employees use them in place of lockouts, offer protection that is at least as effective as lockouts.
4. Develop, document, and use an energy control procedure to control hazardous energy. Procedures must clearly outline the scope, purpose, authorization, rules, techniques, and enforcement. The standard offers some exemptions to the requirement for documentation.
5. Provide the necessary hardware and materials.
6. Conduct and certify inspections of the procedure to assure compliance.
7. Train employees on the purpose and function of the energy control program. The employer must certify the training.
8. Allow only "authorized employees" to perform lockout/tagout.
9. Notify affected employees before and after lockout/tagout.



### Procedure for Applying Controls

1. Inform authorized employees about energy and hazards before shutdown.
2. Make sure that the shutdown is orderly to prevent increased hazard(s) to employees.
3. Assure that equipment isolation devices are located and operated for isolation.
4. Affix lockout/tagout devices after isolation.
5. Relieve, disconnect, restrain, or otherwise safeguard stored or residual energy.
6. Verify isolation before the "authorized employee" works on equipment.

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### Procedure for Removing the Lockout/Tagout

1. Inspect for and remove nonessential items, and make sure that equipment is operationally ready.
2. Remove employees from equipment areas.
3. Remove lockout/tagout device.
4. Energize equipment and proceed with testing or positioning.
5. De-energize equipment and reapply lockout/tagout device according to the procedures for applying controls.

### In addition:

Require contractors or outside servicing persons and employers to inform one another of lockout procedures. Develop rules for department lockout and for shift and/or personnel changes.