



Lock Out/Tag Out

Every day at Ahern Rentals we are surrounded by equipment that can cause harm if it is not properly shut down when it is being serviced or maintained. Lock out/tag out procedures are in place to help keep you and our customers safe during machine maintenance and repairs.

Lock out/tag out refers to the steps a person takes to ensure a machine or piece of equipment cannot be operated. This is more than just turning off the machine. Lock out/tag out means that energy sources are contained and hazardous energy cannot be released.

Using the proper lock out/tag out procedures helps keep you safe and minimizes injuries at the workplace. When proper lock out/tag out procedures are followed, employees do not have to worry about the accidental startup of a machine or the release of hazardous energy.

What is hazardous energy?

Energy is considered hazardous if it has the potential to harm or injure someone. This can happen if the energy is suddenly or unexpectedly released. There are many types of hazardous energy. For example, electricity from batteries can cause an injury if it is not properly contained. Other forms of hazardous energy include a machine's moving parts, chemicals or gases that are under pressure, and extreme heat.

All sources of hazardous energy have the potential to cause harm to anyone working on or near the energy's source. For this reason it is important to follow proper lock out/tag out procedures.

What is lock out/tag out?

Mechanics use lock out/tag out procedures when performing service or maintenance. In addition, lock out/tag out is always used:

- When equipment is unsafe to operate
- When equipment is in the field and needs parts
- To notify customers that equipment is unsafe to operate

All locked out equipment has a lock out tag placed on the machine. The tag is always placed at the master battery disconnect, unless the equipment does not have one. If the equipment does not have a master battery disconnect, the tag is placed at the machine's entry point. For example, this may be at the steering wheel or emergency brake switch.

Each lock out tag is attached to the machine with a padlock. The tag indicates that the equipment should not be operated. In addition, the lock out tag lists the name and phone number of the Service Manager.

A red Out of Service tag is also placed on the machine. This tag provides information about the equipment including:

- A brief description of the problem
- The condition the equipment was found in

As an added precaution, the battery is disconnected and the key is removed from the machine.

When the equipment is ready for use, only the mechanic who put on the lock is authorized to remove the lock out device. Before removing the lock out tag:

- All employees must be a safe distance away from the machine
- All controls must be in neutral

Remember, only employees who are authorized to remove the lock out tag may do so.

Using the lock out/tag out procedures we have outlined ensures that:

- Equipment will not accidentally start
- Hazardous energy will not be released

Lock out/tag out is used to help keep you safe. This procedure minimizes accidents and helps reduce injuries at the workplace. If you have any questions about lock out/tag out, contact your Regional Service Director or Risk Management.

Revision History

Rev.	Date	Change Description & Section	Approver/Contributor/Writer
001	Nov 1, 2007	Initial Release.	Rene Casas/Mark Townsend/Libby Craver/Abby Rotstein