

# Lockout Tagout Procedures

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## Lockout Tagout Procedures

Written procedures are a critical piece of an effective lockout tagout program. They provide clear, visually-intuitive instructions and specific steps necessary for shutting down, isolating, blocking and securing equipment to control hazardous energy. When employees can easily understand lockout procedures, they are more likely to utilize the procedures for safe machine lockout.

Brady's software programs and procedure writing service provide you with options to complete these procedures.

### OSHA Lockout Tagout Regulations

#### 29 CFR 1910.147 (c)(4)

Machine-specific Lockout Tagout procedures are required for equipment having more than one energy source, as well as for much equipment having a single energy source.

Lockout Tagout

**LINK 360 Lockout/Tagout Posted Procedure**

ID#: 1234	Facility: Good Hope - Boiler Room	Location: Boiler Mechanical Room 234
Created: 9/23/2016	Description: Hot Water Boiler #2	
Revised: 9/23/2016		

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Lockout Points

**Note:** Thermal energy and burn hazard. Ensure heat has dissipated before proceeding. Piping systems can store energy hydraulically. Ensure pressures are isolated and/or have been relieved before proceeding.

Lockout Steps				
Step #	Action	Info	Verification	
1	<b>Electrical</b> E-1 480V	The E-1 disconnect is located on the North side of the machine. Turn disconnect to the off position and lockout. Use a lock and hasp device.		Attempt restart at all control panels.
2	<b>Water</b> W-1 Heating Water Return	The W-1 gate valve is located on the North side of the machine. Turn gate valve to the off position and lockout. Use a gate valve lockout device.		Verify pressure has bled off.
3	<b>Gas</b> G-1 Natural Gas	The G-1 butterfly valve is located on the East side of the machine. Turn valve to the off position and lockout. Use a butterfly valve lockout.		Verify pressure has bled off.

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Clearly identifies the number of lockout points requiring attention for proper shutdown.

Facility and location are prominently stated to minimize any chance of confusion.

Step by step written instructions detail the requirements for appropriate lockout.

Incorporated images help convey the message to your entire workforce.

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## Request A Demo:

Visit [BradySafety.com](https://www.BradySafety.com) or email [safetyservices@bradycorp.com](mailto:safetyservices@bradycorp.com)

## LINK360® Software

Brady's LINK360® cloud based software offers procedure creation, procedure maintenance, audit reminders and more in order to manage, store and sustain machine safety and procedural information. It includes three centers that address common areas of focus when operating your equipment safely: Lockout Tagout, Confined Space and Reliability / Maintenance.

### With Link360 software, you can:

- Create and update procedures and permits
- Facilitate reviews, comments and approvals
- Setup regularly scheduled audit processes and reminders
- Time-stamping and record keeping

### THE LINK360® ADVANTAGE:

- Cloud-based software allows for program scalability and access from mobile and tablet devices (iOS and Android)
- User-defined permission for viewing, editing and approving helps ensure the correct people are doing the correct activities
- Pre-defined templates and standardized procedures allow for multi-site standardization
- Workflow and responsibility assignments for sites, areas and equipment improves employee accountability around machine safety and productivity
- Audit alerts, notification and detailed reporting help companies keep information up to date



## Brady Safety Software & Services

### Visual Lockout Procedure Writing Services:

Brady Safety field engineers apply their on-site experience and knowledge of OSHA's 1910.147 standard to create highly visual, standardized procedures that are easy to understand.

### Annual Lockout Procedure Audit:

Annual audits of your lockout procedures are an OSHA requirement to ensure your procedures remain up to date. Let us take the pain out of the process and complete your Annual Lockout Procedure Audit.

**Visit [BradySafety.com](https://www.BradySafety.com) to learn more today!**

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## Lockout Procedure Station

- Silk-screened backboard made from durable polystyrene
- Includes pre-drilled holes and hardware for wall mounting
- 3-ring, 1.5" binder made from 55 gauge polyethylene
- Station dimensions: 20"Hx14"Wx4.5"D

Catalog #	Description
LOSP22	Lockout Procedure Station With Binder & 25 Forms
99289	Lockout Procedure Station With Binder Only
LOSB1	Lockout Procedure Binder Only
LOSF5	Lockout Procedure Forms (25/pk)



## Lockout Clip Board

- Heavy duty, red clipboard allows lockout information and hardware to be conveniently carried directly to the lockout location
- Clipboard can also be hung in place using attached strap
- Lockout safety tips silk-screened onto the back
- Procedures, locks and hasps sold separately

Catalog #	Description
LOCB	Lockout Clip Board

## OSHA Requirement

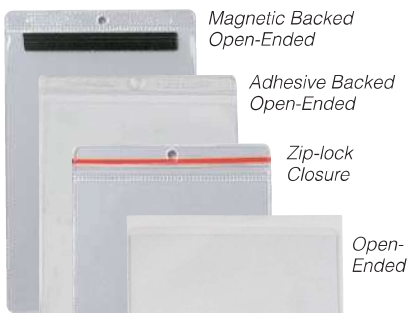
### 29 CFR 1910.147 (c)(4)

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## Other ways to provide access to procedures:

- Print procedures to adhesive or magnetic labels and adhere to directly to machine.
- Attach procedures to work orders manually or by linking the digital procedure file to work orders generated in a computer maintenance management system
- Provide access to procedures online, allowing workers to view and print procedures from their own computer

Lockout Tagout



## Protective Envelopes

- Transparent, durable vinyl construction
- Ideal for indoor or outdoor use
- Protects tags and cards on machinery, valves, switches, controls, and more
- Available with a variety of closure and mounting features

Catalog #	Description	Size	Qty.
81769	Magnetic Backed	4.5" x 6.5"	10
81770	Magnetic Backed	5.5" x 8.5"	10
81771	Adhesive Backed	4.5" x 6.5"	10
81772	Adhesive Backed	5.5" x 8.5"	10
81765	Zip-lock w/o Grommet	4.5" x 6.5"	10
81767	Zip-lock w/o Grommet	5.5" x 8.5"	10
81766	Zip-lock w/ Grommet	4.5" x 6.5"	10
81768	Zip-lock w/ Grommet	5.5" x 8.5"	10
81763	Open-Ended	4.5" x 6.5"	10
81764	Open-Ended	5.5" x 8.5"	10



## Fluorescent Protective Envelopes

- Clear envelopes with fluorescent edging, great for color-coding lockout procedures and other shop information
- Durable 8 gauge vinyl construction withstands harsh environments
- Ideal for indoor or outdoor use

Catalog #	Size	Color	Qty.
56941	9" x 9"	Fluorescent Green	25
56945	9" x 12"	Fluorescent Green	25
56942	9" x 9"	Fluorescent Orange	25
56946	9" x 12"	Fluorescent Orange	25
56944	9" x 9"	Fluorescent Yellow	25
56948	9" x 12"	Fluorescent Yellow	25



## Adhesive & Magnetic Backed Envelopes

- Made of non-glare clear vinyl material
- Size: 8-1/2" x 11"

Catalog #	Color	Qty.
50961	Adhesive Backed Envelopes	10
50962	Magnetic Backed Envelopes	10