



September 14 — Your Lock Is Your Responsibility

We had electrical lock out for equipment. Another contractor that was working on the equipment wanted to go to lunch but know while he was gone that most likely the locks would be removed and adjusted for a different lockout. the contractor tried to give me his key to remove his lock when needed.

I let him know that was not going to happen and that he alone was responsible or his lockout and that he needed to stay and not go to lunch (like we was doing) to get locks off and reconfigure the lockout for the now system. He was not happy, but he did stay to take his lock off.

Never Give Someone Else Control of Your Lockout

During an electrical lockout, a contractor needed to leave for lunch. He was concerned that the lockout would be removed and reconfigured while he was gone, so he attempted to give his key to another employee to remove his lock when needed.

The employee was told that this was not an acceptable practice and that he was personally responsible for his own lockout. He needed to remain at the job until his lock could be properly removed and the lockout reconfigured.

Personal locks are used to protect employees from unexpected energization. Your lock represents your personal protection, and you are responsible for controlling it. Your key should remain under your control and should never be handed to someone else to remove your lock.

When a lockout needs to be changed, take the time to follow the proper process rather than creating a shortcut.

Hazards

- Unauthorized removal of personal lock
- Unexpected equipment energization
- Loss of personal protection
- Improper lockout reconfiguration
- Serious injury from unexpected startup

Words of Wisdom

Your personal lock represents your protection. Keep control of your lock and key, and never take a shortcut with your lockout.

Pause and Think

- Who is responsible for your personal lockout?
- Would you ever give someone else your lock key?
- What should happen if a lockout needs to be changed while you are working?
- Are you maintaining control of your personal lock and key?
- What could happen if your lock were removed without you knowing?

Closing Thought

Never take a shortcut with lockout. If your lock is on the equipment, your responsibility is on the line.