



## Lockout/Tag out Standard – Group Lockout Protection

*Toolbox Talks are intended to facilitate health and safety discussions on the job site.*

When one authorized employee has to perform maintenance on a single piece of equipment or machinery with only one energy isolation device, that employee can simply attach their personal lockout device to that energy isolation device and be protected from it being accidentally energized. But what about when there are two or more authorized employees servicing the same piece of equipment or machinery and its energy isolation device will only accept one lock?

In that case, the lockout/tag out standard requires that each worker applies their personal lockout device to a group lockout device, group lockbox, or comparable mechanism before he or she begins work. This can be achieved in a couple of different ways:

- ✓ When two or more authorized employees are working on a piece of equipment or machinery with one or more energy isolation devices, a multi-lock hasp such as the ones shown on the handout [ or better yet, show a hasp used at your facility ] is attached to each energy isolation device and secured in the closed position. Then, each authorized employee attaches their personal lock to the multi-lock hasp and leaves it there for the duration of their work. No one is able to remove the hasp and re-energize the energy isolation device until the last worker has removed his or her personal lock from the hasp.
- ✓ With a group lock box, a designated primary authorized employee places a primary lock on each energy isolation device; they can even place primary locks that are keyed alike on each energy isolation device. Then, the primary authorized employee places the key (or keys) inside the group lock box, closes the box, and places their personal lock to the group lock box. Then, each authorized worker will place his or her personal lock on the group lock box before they begin work on the equipment or machinery, and leaves it there for the duration of their work. No one is able to re-energize any energy isolation device until the last worker has removed his or her personal lock from the group lock box and the primary authorized employee takes out the key or keys to remove the primary lock (or locks). This method works exceptionally well when there are multiple people assigned to work on equipment or machinery that have numerous energy isolation devices.

By following these simple procedures, along with the rest of the steps necessary for proper lock out of equipment and machinery, we can help protect all of our authorized employees who are working in pairs or larger groups at our jobsite.

# Toolbox Attendance

Questions? \_\_\_\_\_  
\_\_\_\_\_

Concerns? \_\_\_\_\_  
\_\_\_\_\_

Days since Last Incident: \_\_\_\_\_

Supervisor/Meeting Leader: \_\_\_\_\_ Date: \_\_\_\_\_

Signatures of attendees:


Manager review comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Manager signature: \_\_\_\_\_ Date of Review: \_\_\_\_\_