



Lockout/Tag out Standard – Group Lockout Protection

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

When an authorized employee performs maintenance on a single piece of equipment or machinery with one energy-isolating device, that employee can protect themselves by attaching their personal lockout device directly to the energy-isolating device. This prevents the equipment from being accidentally re-energized. However, additional steps are required when two or more authorized employees are working on the same equipment or machinery, and the energy-isolating device can only accept one lock.

In that situation, the lockout/tagout standard requires each worker to attach their personal lockout device to a group lockout device, group lockbox, or similar mechanism before starting work. This can be done in one of the following ways:

- ✓ When two or more authorized employees are working on equipment or machinery with one or more energy-isolating devices, a multi-lock hasp is attached to each energy-isolating device and secured in the closed position. Each authorized employee then attaches their personal lock to the hasp and leaves it in place for the duration of their work. The hasp cannot be removed, and the energy-isolating device cannot be re-energized, until the last worker removes their personal lock.
- ✓ With a group lockbox, a designated primary authorized employee places a primary lock on each energy-isolating device. These primary locks may be keyed alike. The primary authorized employee then places the key or keys inside the group lockbox, closes the box, and attaches their personal lock to the lockbox. Each authorized worker must also attach their personal lock to the group lockbox before beginning work and leave it there until their work is complete. No energy-isolating device can be re-energized until the last worker removes their personal lock from the group lockbox and the primary authorized employee removes the key or keys to unlock the primary locks. This method is especially useful when multiple people are assigned to equipment or machinery with several energy-isolating devices.

By following these procedures, along with all other required lockout steps, we help protect authorized employees who work in pairs or larger groups on 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: _____