

## Electrical Lockout Procedure – Shop Tools

**Purpose:** To provide SD 64 staff with a clear lock out procedure to ensure safety during hardware changes, maintenance and detailed inspections of shop tools.

**Hazards:** Exposure to energized equipment, moving parts, and potential electrical shock.

**WARNING:** DO NOT perform maintenance or inspection unless you have been trained in lockout procedures. Failure to comply could result in severe injury.

### General Safety

- Ensure you have proper authorization and training before performing lockout.
- Wear appropriate PPE: eye protection, hearing protection, and long pants.
- Remove jewelry and secure loose clothing and hair.

## Lockout for hardware changes, maintenance and detailed Inspections

### Hard-Wired Equipment

1. Shut off tool/machine and allow motor or rotating parts to fully stop.
2. De-energize at local disconnect or breaker panel if not available.
3. Apply personal lock and tag.
4. Test to confirm lockout.

### Cord-Connected Equipment

1. Shut off tool/machine and allow motor or rotating parts to fully stop.
2. Unplug from power source.
3. Apply lockout device to plug or keep plug in view.
4. Test to confirm lockout.

### Battery-Powered Equipment

1. Shut off tool/machine and allow motor or rotating parts to fully stop.
2. Remove battery.
3. Apply lockout device or keep battery and empty battery compartment in view.
4. Test to confirm lockout.

### After Lockout Work is Completed

- Remove all tools and wrenches from the work area.
- Reinstall guards and safety devices.
- Remove lockout devices and restore power only after confirming the area is clear and safe.
- Inspect equipment for damage and record as per Technology Education Safety Manual.