



McMaster University

Standard Operating Procedure: Lock-Out/Tag-out (Personal Safety Padlock Signoff)

January, 2008

Personal Safety Padlock Instructions

- This lock is furnished for your Personal Safety, and is to be used ONLY for locking-out equipment controls.
- Before worker starts to work on a machine, ensure that its' disconnect switch is in the "OFF" position. You must then place your lock on the switch to prevent it from being accidentally closed ("ON position).
- There is no master key and only one regular key for this lock. It is therefore impossible for any other worker to unlock your padlock. Where more than one individual is working on a machine each person shall use his/her own personal padlock to lock open the disconnect switch. Therefore the disconnect switch will remain locked open until the last person has completed his/her work.
- The breaking of a padlock on a switch without authority might very easily be an act responsible for the death or serious injury of one or more worker and is unlawful.

I have and read and understand the Personal Safety Padlock Instructions

Name

Date

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Legal Disclaimer

The Standard Operating Procedures on this website are provided for the use of the McMaster University employee and/or student community. The procedures outlined in the above referenced document are intended to reflect best practices in this field; as such they are provided to the community for guidance and/or direction. However, these recommendations should not be construed as legal advice.