

SINGAPORE STANDARD
CP 91 : 2001
(ICS 13.110)

CODE OF PRACTICE FOR
Lockout procedure

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Foreword

This Code of Practice was prepared by the Technical Committee on General Safety under the direction of the Industrial Safety Standards Committee.

This code provides recommendations and guidelines for safety requirements on the control of energy during construction, servicing or maintenance of machines. The aim is to prevent any unexpected energisation or start up of machines, or release of stored energy that could cause injury to employees. This code is intended for factory occupiers, factory owners, safety officers and all those concerned directly or indirectly where exposure exists due to their involvement with work in progress.

This code covers the policy, requirements and implementation of lockout procedure. Special lockout considerations on group, external personnel and shift/personnel changes are also recommended in the guidelines.

In preparing this code, reference was made to the following publications:

1. ANSI Z244.1 : 1982 American National Standard for personnel protection – lockout/tagout of energy sources - minimum safety requirements
2. OSHA Regulations (Standards-29 CFR-1910.147) – The control of hazardous energy (lockout/tagout)

NOTE

1. *Singapore Standards are subject to periodic review to keep abreast of technological changes and new technical developments. The revisions of Singapore Standards are announced through the issue of either amendment slips or revised editions.*
2. *Compliance with a Singapore Standard does not exempt users from legal obligations.*

Code of practice for lockout procedure

0 Application

This code applies to the control of energy during construction, servicing or maintenance of machines.

1 Scope

This code covers the construction, servicing or maintenance of machines where any unexpected energisation or start up of the machines, or release of stored energy could cause injury to employees. It establishes minimum performance requirements for the control of such hazardous energy.

2 Definitions

2.1 Affected employee

An employee who is required to operate or use a machine on which construction, servicing or maintenance is being performed under lockout, or who is required to work in an area in which such construction, servicing or maintenance is being performed.

2.2 Authorised employee

A person who locks out machines in order to perform construction, servicing or maintenance on that machine. An affected employee becomes an authorised employee when that employee's duties include construction, servicing or maintenance covered under this code.

2.3 Construction, servicing and/or maintenance

Workplace activities such as constructing, erecting, installing, setting up, commissioning, repairing, adjusting, inspecting, modifying, operating, and maintaining and/or servicing machines or equipment. These activities include lubrication, cleaning or unjamming of machines or equipment and making adjustments or tool changes, where the employee may be exposed to the unexpected energisation or start-up of the equipment or release of hazardous energy.

2.4 Energised

Connected to an energy source or containing residual or stored energy.

2.5 Energy isolating device

A mechanical device that physically prevents the transmission or release of energy, including but is not limited to the following:

- (a) a circuit breaker;
- (b) an isolating switch;
- (c) a line valve;