

Safety & Health Circular No. 05 / 2016

Safety Measures for Electrical Works – Lockout and Tagout Procedures

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Lockout and Tagout is an important safety procedure to keep workers safe from electrical hazard. Lockout is the placement of a lock on the power source to ensure that the electrical system or equipment cannot be switched on until the lock is removed. Tagout is the placement of a tag with a warning notice on the power source to indicate that the electrical system or equipment may not be operated until the tag is removed. To ensure works safety, contractors are strongly advised to adopt the Lockout and Tagout Procedures when conducting electrical works:-

(a) Lockout:-

- i. The electrical system and/or equipment should be isolated from its power source;
- ii. The isolator must be locked out with an assigned lock by a designated individual employee using a unique key, i.e. lock with a universal key is not allowed;
- iii. If more than one individual is required to work or repair on the same equipment/ same outgoing circuit, each employee must place his/her individual lock and tag on the power source and a multi-pad lock should be used.

(b) Verification:-

- i. The electrical system and/or equipment must be verified to have power supply disconnected by using a meter/ test device, or by operating start buttons/switches/control.

(c) Tagout:-

- i. A tag with prominent warning shall be securely fastened at the isolator;
- ii. The warning message should be clear and understandable by all employees;
- iii. The tag indicating the name of each employee must be signed with date and time.

An example of Lockout and Tagout practice is shown in the following photograph for reference.



The content of this circular should not be regarded as exhaustive in respect of matters covered by relevant safety legislation. Contractors should formulate relevant safe working procedures and management systems according to the actual environment and operations on their own construction sites.