



Safety Talk: Lockout/Tagout



"Lockout/Tagout" (LOTO) refers to specific practices and procedures that protect employees from unexpected startup of machinery or release of hazardous energy.

OSHA estimates that compliance with the LOTO Standard saves 120 lives and prevents 50,000 injuries each year.

Steps to complete LOTO:

1. Notify affected employees of the equipment shut down.
2. Power down the equipment following its shut down procedure.
3. Close all energy-isolating devices identified on the LOTO procedure.
4. Apply locks and tags on all energy-isolating devices.
5. Dissipate or restrain stored or residual energy.
6. Verify that the equipment is completely de-energized by attempting to cycle it.

LOTO Training:

Required for all employees that service or maintain equipment.

For More Information:

Please review the "LOTO" policy on the Environmental Health and Safety website.

LOTO is required when:

- Servicing or maintaining energized equipment.
- Safety guards are removed or bypassed.
- Employee has to place any part of their body in the equipment's point of operation.

Hazardous energy sources:

- | | |
|--------------|-------------|
| ➤ Electrical | Hydraulic |
| ➤ Mechanical | Pneumatic |
| ➤ Steam | Natural Gas |
| ➤ Water | Chemical |
| ➤ Thermal | Gravity |

Potential injuries avoided:

- | | |
|-----------------|-----------------|
| ➤ Cuts | Entanglement |
| ➤ Bruises | Electric shocks |
| ➤ Smashes | Electrocutions |
| ➤ Crushed bones | Amputations |

Equipment-specific LOTO procedures:

- Provides the shut down procedure for the equipment.
- Lists all of the energy sources and isolating devices.
- Identifies stored potential or residual energy.
- Should be maintained in your shop's LOTO binder.

Lockout/tagout devices:

- Locks are provided by Environmental Health and Safety.
- Locks should clearly identify the person who applied, otherwise a tag should be affixed to the lock.
- The employee must always keep possession of the key for each lock they apply.
- LOTO locks and tags must not be used for any other purpose.

Group lockouts:

- Every employee working on the equipment must have their own lock on each lockout point.
- Use lock boxes when there are numerous lockout points or employees.



Example of a lock box for group lockouts.

Removal of abandoned locks:

- Never remove someone else's lock and tag!
- Contact the lock owner's immediate supervisor.
- Locks can only be removed by its owner or by Environmental Health and Safety.