



Safety in Five

Topic: Lockout / Tagout (LOTO)

Date: _____

Location: _____

Company: _____

Topic specifics relevant to your job

The most common causes of lockout /tagout injuries include:

- Failure to stop machinery
- Failure to disconnect from power source
- Failure to dissipate residual energy
- Accidental restarting of equipment
- Failure to clear work areas before restarting

To prevent unexpected energization or startup of equipment while cleaning, repairing, servicing, setting-up, adjusting, or un-jamming, formal lockout /tagout protocol must be followed.

- Failure to use LOTO effectively is a top OSHA violation¹

Details for our Organization

- Our written program can be found _____
- Our lockout devices are located _____

Lockout Steps

- Prepare for shutdown
- Notify affected employees of equipment involved
- Shut down the equipment
- Isolate the equipment from hazardous energy source
- Check for stored energy
- Apply lockout or tagout device(s)
- Verify isolation of equipment

• **Lockout Basics**

- Never remove machine guarding until machine has been properly de-energized and locked out
- Never perform maintenance or service on moving machines
- Never rely on someone else to disconnect or de-energize
- Never remove or disturb someone else's lock or tag
- Never perform work without testing to assure it has been de-energized
- Never assume that a circuit breaker will not be reset by someone else — always lock it out

Attendees (Names/Signatures)	

Comments/Suggestions