

# Lockout Tagout



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## Lockout/Tagout (Hazardous Energy Control)

Hazardous energy control is more commonly known as Lockout/Tagout (LOTO). When employees are engaged in the cleaning, repairing, servicing, setting-up or adjusting of machinery equipment, there must be a hazardous energy control procedure in place. If equipment starts up without warning, clothing and body parts can easily get caught in moving parts. Workers who do not follow LOTO safety rules risk being electrocuted, burned, crushed, exposed to harmful chemicals or killed.

### What is Lockout?

To “lockout” means to secure an energy-isolating device in an off, close, or neutral position. Locking out is intended to prevent the unexpected start-up or energizing of machinery and equipment during service and maintenance operations. Lockout devices include locks with keys or combination locks.

### What is Tagout?

To “tagout” means to place a warning tag on a switch or other shut off device, which warns others not to start the piece of equipment. Tagout should only be used with lockout, unless locking out the equipment is impossible. Tagout devices do not provide the same physical barrier to hazardous energy, so it is harder to ensure they are equally effective.

### Basic Overview The basic steps to LOTO are:

1. Notify everyone in the work area that a LOTO activity is taking place
2. De-energize all power sources and release any stored energy
3. Block any parts that might accidentally move (even with the power off)
4. Lockout to keep anyone from turning on equipment while work is being done
5. Tagout to let everyone in the work area know not to touch anything.

A lock or tag should NEVER be removed by anyone other than the Authorized Employee who installed it. The only exception is the use of a master key but there are strict guidelines for when it can be used.

### Sources of Power and Energy

When most people think of power or energy, they think of electricity. But, there are many other sources of power and energy, including: mechanical, hydraulic (compressed liquid), pneumatic (compressed air), chemical, and thermal. Also, some pieces of equipment have more than one energy source that must be isolated before beginning maintenance activities. For example, a piece of single source equipment could be an electrically driven pump motor, while a multi-source piece of equipment could be a large boiler that has gas, electrical and pneumatic energy sources. Ensure to identify and control all hazardous energies before performing servicing and maintenance activities on any machinery or equipment.

## Lock Out Tag Out Training



#lockout

#tagout