

Lock Out Tag Out

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During the servicing and maintenance of machines and equipment, the unexpected startup or release of stored energy can result in serious injury or death to workers. Lock out Tag Out (LOTO) protects workers from the dangerous release of hazardous energy.

Failure to control hazardous energy accounts for nearly 10 percent of the serious accidents in many industries.

Lockout/Tagout/Tryout

Identify the equipment/machinery that needs to be shut down and ALL its energy sources.

- Electrical, mechanical, gravitational, thermal, hydraulic, pneumatic and chemical.

Determine if there are any stored energy sources:

- Capacitors, springs; elevated components; rotating flywheels; hydraulic systems; air, gas, steam, water pressure; piles that can shift; etc.

Properly shut down equipment and machines:

- Notify affected workers about the shutdown – those who work on the machines or equipment or work in area where LOTO will be done.
- Shut off the power sources.
- Apply locks & tags to the power sources so the machine/equipment cannot be started.

TRY OUT - Test to see if the equipment is properly locked out by trying to start it.

- After the work is completed, remove all tools.
- Notify all employees the locks will be removed and the equipment will be restarted.



What to do if you find a machine that has been LOTO?

- Do not attempt to remove or tamper with the locks or tags.
- Attempt to contact the Authorized Employee. Their name and number should be on the tag.
- If the Authorized Employee cannot be contacted, call the Authorized Employee's supervisor or foreman and ask that they track down the Authorized Employee.

Different LOTO Devices / Accessories

- Padlock
- Multi lockout device
- Special electrical lock out so the plug is locked away (see photo to the left)
- Tag for the machine that is Locked out

When do we need to use LOTO?

- Before any repairs, maintenance, or service to equipment.
- Before any work that requires a person to place any part of their body near the point of operation.

Action Item:

Establish requirements that employers must follow when employees are exposed to hazardous energy while servicing and maintaining equipment and machinery. Some of the most critical requirements from these standards are outlined below:

- Develop, implement and enforce an energy control program.
- Use lockout devices for equipment that can be locked out. Tagout devices may be used in lieu of lockout devices only if the tagout program provides employee protection equivalent to that provided through a lockout program.
- Ensure that new or overhauled equipment is capable of being locked out.
- Develop, implement and enforce an effective tagout program if machines or equipment are not capable of being locked out. Develop, document, implement and enforce energy control procedures.
- Use only lockout/tagout devices authorized for the particular equipment or machinery and ensure that they are durable, standardized and substantial.
- Ensure that lockout/tagout devices identify the individual users.
- Establish a policy that permits only the employee who applied a lockout/tagout device to remove it.
- Inspect energy control procedures at least annually.
- Provide effective training as mandated for all employees covered by the standard.
- Comply with the additional energy control provisions in OSHA standards when machines or equipment must be tested or repositioned, when outside contractors work at the site, in group lockout situations and during shift or personnel change.

Related Topics:

Resources and References:

OSHA Lock Out Tag Out Fact Sheet

https://www.osha.gov/OshDoc/data_General_Facts/factsheet-lockout-tagout.pdf

OSHA Lock Out Tag Out Topic Webpage

<https://www.osha.gov/SLTC/controlhazardousenergy/concepts.html>

Date: ____ / ____ / ____

**“Lock Out Tag Out”
Sign In Sheet:**

Name:

Signature:
