



APPLYING ENERGY CONTROL DEVICES (LOCKOUT/TAGOUT) ▼

29 CFR 1910.147(d)

Servicing and maintaining machines and equipment can expose employees to serious injuries or death if they are not properly locked out or tagged out. Employees who will service or maintain machinery and equipment need to be trained on hazardous energy sources, how to control them and the importance of following the facility's specific LOTO procedures. Employees who are not authorized to perform LOTO functions should not place or remove a LOTO device on machinery or equipment.

These five steps must be followed each time an authorized employee locks out machinery or equipment for servicing or maintenance.

1. Preparation for Shutdown

- The authorized employee performing LOTO operations must notify all employees in the area that a lockout/tagout (LOTO) is about to occur
- Review energy sources, hazards and LOTO procedures

2. Machine or Equipment Shutdown

- Follow the facility's established procedures for an orderly shutdown to avoid hazards that may be caused by an unplanned shutdown

3. Machine or Equipment Isolation

- Identify and disconnect or isolate all energy sources, including electrical, hydraulic, steam, compressed air or gas, thermal and residual energy

4. Lockout or Tagout Device Application

- Attach the LOTO device(s) in a manner that will prevent them from being switched on or to an unsafe position

5. Draining Stored Energy

- Release, restrain, disconnect or drain residual or stored energy to render the machine or equipment safe

6. Verification of Isolation

- Try to start the machine with the LOTO device(s) in place and then return the machine to the "off" or "safe" position

7. Release From Lockout or Tagout

- Before LOTO devices are removed, inspect the work area for non-essential items and ensure that:
 - All machine or equipment components are intact
 - Employees are safely positioned or removed from the area before the machinery or equipment is restarted
 - Employees are notified that LOTO devices have been removed and that the machinery will be restarted

Discussion Date: _____

Employee Participants:

Continue employee participants on back if needed ►

OUR SITE SPECIFIC REQUIREMENTS/PROCEDURES ▼