

Hazardous Energy

Lockout-Tagout

When “Off” Must Absolutely, Positively Mean “Off”

Taking equipment out of service for maintenance requires...

- a formal, orderly pre-planned process
- both maintenance and operations personnel
- taking specific steps to isolate it from any power source
- installing required Lockout-Tagout devices
- verifying the equipment's energy release

6 Sequential Steps Before Servicing and Maintenance

- 1. Prepare**
Brief authorized employees on the type and magnitude of the energy, the hazards involved and means to control the energy
- 2. Shut Down**
The equipment in an orderly and safe manner according to the pre-planning process
- 3. LOTO Devices**
Operate all Lockout-Tagout (LOTO) devices (valves or switches) to de-energize the equipment
- 4. Attach all LOTO Devices**
To the energy isolating devices (and, if appropriate, personal LOTO devices to group LOTO mechanisms)
- 5. Release**
All stored energy (electric charge, pressure, charged springs, etc.)
- 6. Verify**
That equipment energy isolation has been accomplished

DANGER

**DO NOT
START**

**EQUIPMENT
LOCKOUT**

4 Sequential Steps When Servicing and Maintenance is Completed

- 1. “All Clear”**
Each worker must personally indicate that they are no longer working under the clearance conditions
- 2. Check**
The workplace area to make sure that workers are clear of potential danger areas
- 3. Remove**
The personal lockout or tag devices and notify affected employees that the LOTO devices have been removed
- 4. Re-energize**
All individuals participating must complete these actions before a lead person can authorize re-energizing the equipment

For complete OSHA LOTO requirements visit www.osha.gov

For more information on this and other safety topics, visit the member-exclusive website at nsc.org

*Source: “Logout/Tagout: Generation” U.S. Department of Labor Occupational Safety & Health Administration, Hazardous Energy Control



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