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

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