

Lockout-Tagout on the Jobsite

Lockout-Tagout was developed to prevent injuries caused by contact with energized equipment and injuries that could occur if the equipment started up accidentally with someone in the line of fire. The common term for locking out and tagging is lockout-tagout or LOTO.

Regardless of your trade, before you work on any energized electrical equipment or circuit you need to lock it out and tag it.

Before working on any electrical circuit or equipment, think through the basic lockout-tagout steps:

1. Make sure you are trained and authorized to perform LOTO
2. Notify everyone who will be affected by the lockout and loss of power.
3. If equipment is operating, shut it down normally before locking out.
4. De-energize the circuit or equipment at every point where power is supplied. Remember there may be more than one power source and energy source such as pneumatic.
5. Put your lockout device on the energy isolating device and attach tag with your name and contact information and reason for lockout.
6. Everyone involved in the work must apply his or her own lock. Never remove someone else's lock.
7. Release or dissipate all energy that could be stored in the system. Consider batteries, capacitors, inductors, etc.
8. Recheck the system to make sure there is no power. Test for voltage and current. Try operating the controls to verify they cannot be started.

Proper LOTO practices and procedures protect you and your team from the release of all types of hazardous energy including: electrical, thermal, hydraulic, pneumatic and chemical. Proper LOTO will also protect you from moving parts and suspended or raised parts that could crush you. LOTO can also prevent you from being drowned or engulfed.

There are 3 keys to preventing injuries within LOTO:

1. Make certain that the system cannot start turn on or move accidentally.
2. Make sure no energy is stored in the system that could hurt you. Remember stored energy could be present in springs, belts, pressure tanks, etc.
3. Communicate! Communicate! Communicate with subs-contractors and team members.

Jobsite: _____ Date: _____

Employee Name (Please Print)	Employee Signature