YOUR COMPANY LOGO

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LOCKOUT / TAGOUT

Energy control - OSHA 1910.147 (US general industry), 1926.417 (US construction circuits), COHSR Part VIII and s. 13.16 (Canadian federal sites)

1 **Prepare**
Read the equipment procedure and find every energy source.

2 **Notify Affected Workers**
Tell everyone affected that the equipment is being locked out, and why.

3 **Shut Down**
Shut the equipment down with its normal controls.

4 **Isolate**
Operate every isolating device. Push buttons, selector switches and interlocks do not count.

5 **Lock and Tag**
Each worker puts their own lock and tag on each isolating device.

6 **Release or Block Stored Energy**
Bleed hydraulic and air lines, discharge capacitors, block raised parts.

7 **Verify**
Clear everyone, try a normal start, then return the controls to off.

8 **Restore**
Tools out, guards on, everyone clear and affected workers told; then each worker removes only their own lock.

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Only the person who applied a lock removes it,
except under your employer's written absent-worker procedure.

i Remember: A tag is a warning only: use a lock wherever the device takes one. Tag-only needs a second measure and supervisor approval. Company rule: LOTO training refreshed every year.