



LOCKOUT / TAGOUT

Energy Control Procedure - OSHA 29 CFR 1910.147

- 1 Notify Affected Employees**
Inform all affected personnel that LOTO is being performed and the reason for it.

- 2 Shut Down Equipment**
Use the normal stopping procedure to shut down the machine or equipment.

- 3 Isolate Energy Sources**
Locate and isolate ALL energy sources: electrical, hydraulic, pneumatic, thermal, chemical and gravity.

- 4 Apply Lockout Devices**
Each authorized worker applies their own lock and tag to energy isolation devices.

- 5 Release Stored Energy**
Discharge capacitors, release spring tension, drain fluids, block suspended parts.

- 6 Verify Zero Energy State**
Attempt to restart equipment to confirm all energy sources are fully isolated.

- 7 Perform the Work**
Complete maintenance, repair or service work while LOTO devices remain in place.

- 8 Remove Locks (Reverse Order)**
Each worker removes ONLY their own lock. Verify area is clear before re-energizing.



**NEVER remove another person's lock.
Only the person who applied a lock may remove it.**

i Remember: Lockout/Tagout prevents an estimated 120 fatalities and 50,000 injuries each year. Ensure all workers are trained annually on LOTO procedures. Tags alone are never sufficient - always use locks.