



## LOCKOUT/TAGOUT

The purpose of Lockout/Tagout (LOTO) procedures are to protect employees from the unexpected energization or startup of machines and equipment, or the release of hazardous energy during service or maintenance activities. Failure to control hazardous energy can result in serious injuries or fatalities. LOTO procedures are critical for preventing incidents involving electrical shock, amputations, burns, and crushing or pinching injuries.

What Is Lockout/Tagout?

Lockout involves placing a lock on an energy-isolating device to prevent the machine from being energized.

Tagout uses a tag to warn others not to operate the equipment.

### Basic LOTO Steps

- Notify all affected employees. Notification shall be given before the controls are applied, and after they are removed from the machine or equipment.
- Prepare for shutdown. The authorized person identifies the type of energy, the hazards of the energy and the means to control the energy.
- Machine or equipment shutdown.
- Isolation of system from energy source(s).
- Apply lock-out/ tag-out devices.
- Release stored energy. All potentially hazardous stored or residual energy shall be relieved, disconnected, restrained, and otherwise rendered safe.
- Verify isolation before starting work.
- Perform maintenance or service.
- Remove lock-out/tag-out devices only after ensuring the area is clear and equipment is safe to operate.

### Employee Responsibilities

Authorized Employees: Perform LOTO procedures.

Affected Employees: Understand the purpose and not attempt to restart equipment.

All Employees: Never remove someone else's lock or tag.

Outside Personnel (contractors, etc.): Inform each other of LOTO Procedures.

### Training Requirements per OSHA 1910.147

Initial training is required before the employee is assigned duties related to LOTO.

Retraining is required when there is a change in job assignment, machines, equipment, or processes, or when there is a change in the energy control procedures. Additional retraining shall also be conducted when a periodic inspection reveals deviations or inadequacies in employee knowledge or use of procedures.

Training must be tailored to the role of the employee:

1. Authorized Employees: Those who perform the lockout/tagout procedures.
  - Must understand types and magnitudes of hazardous energy.
  - Must know methods and means for energy isolation and control.
2. Affected Employees: Those who operate or use the equipment being serviced.
  - Must understand the purpose and use of the energy control procedure.
  - Must know not to attempt to restart or re-energize equipment under lockout/tagout.
3. Other Employees: Those who may be in the area where LOTO is used.
  - Must be instructed about the procedure and the prohibition against tampering with lockout/tagout devices.

When tagout systems are used, employees shall also be trained in the limitations of tags.

Accidents that occur with operating machinery are usually very serious and often fatal. That's why lockout/tagout is so important, and why the LOTO Procedures should always be followed. Remember the dangers and be on guard around any machinery and moving equipment. Even if you don't operate the machinery, you could get caught in it and injured if it isn't properly disconnected. Ensure you know the hazardous energy associated with your equipment prior to doing any work on it. Always follow proper lockout and tagout procedures, even for a quick or minor repair!

#### **GCSC Resources**

***Safety Training:*** 6:00am – 3:00pm / Questions? [csr@mygcsc.com](mailto:csr@mygcsc.com)

Lockout Tagout – A08LTO

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