



Lockout - Tagout Awareness

Introduction:

Lockout or Tagout is a safety procedure used to safeguard employees from unexpected startup of equipment and/or machines during service and maintenance work that can result in serious injury or death. A lock or tag is used to indicate that the equipment or energy source should not be turned on or activated. All workplaces that have machinery or equipment involving multiple sources of energy necessary to function, should have written procedures for each piece of equipment with the steps necessary to lock it out.

Discussion Points:

- What is Lockout/Tagout (LOTO)?
- When is Lockout/Tagout Required?
- Who Can Perform Lockout/Tagout?
- Understand Safe Work Practices and Your Responsibilities

Discussion:

Under the Lockout-Tagout standards, only employees who are authorized, have completed LOTO training, and have the knowledge to recognize hazardous energy sources are responsible for shutting down equipment and machines for servicing or maintenance. They must also notify all employees about the removal of equipment or machines from service. It is good practice to have this same employee be responsible for removing the lock or tag. Lockout devices and tags should be standardized within the facility, by color, shape or size, so they are easily recognized by everyone in the workplace. Unexpected startup of equipment or machines during service or maintenance can result in serious injury or death. When it comes to LOTO, know your role. Do not be responsible for injuring a fellow employee. Do not attempt to remove or tamper with locks or tags for any reason.

As always, be safe out there!