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Lockout/Tagout Shutdown Procedures

Your 10 Steps in Preventing Maintenance Injuries

SAFEGUARD EMPLOYEES FROM UNEXPECTED ENERGIZATION OR STARTUP OF MACHINERY

When equipment is being prepared for service or maintenance, it often contains some form of “hazardous energy” that can cause harm to people in the area. When done properly before equipment service or maintenance, lockout/tagout (LO/TO) procedures control hazardous energy and protect workers from harm.

YOUR 10 STEPS FOR SAFE LO/TO

1. Make sure you’ve identified the equipment correctly and accurately, including its specific location.
2. When maintenance is going to be performed, all of the employees that may be affected should be notified. Let them know the timing of the work, and how long the equipment may be unavailable.
3. Spell out the exact actions to be taken and the correct sequence for performing those actions.
4. Disconnect all primary energy sources — electricity, steam, water, gas, compressed air or others.
5. Address all secondary sources, and relieve remaining pressure.
6. Lock the switch in the “off” position. Attempt to start the equipment to verify that the lockout has been successful. Before you try to start it, verify that no one is in a position where they could be hurt.
7. Equipment must remain in lockout/tagout condition across shift changes, so that workers arriving at the site are aware that the equipment is out of service.
8. The lockout device remains under exclusive control of the authorized employee who is performing the servicing or maintenance.
9. When the work is done and all tools and other materials have been removed, the machine can be brought back into operation.
10. Keep LO/TO procedures up-to-date.

10%

OF INDUSTRIAL ACCIDENTS ARE LO/TO RELATED

120

FATALITIES ARE PREVENTED BY LO/TO ANNUALLY

50K

INJURIES ARE PREVENTED BY LO/TO ANNUALLY

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