



# LOCKOUT/TAGOUT (LOTO)

## Toolbox Talk

### BASIC STEPS OF LOTO

- Prepare & Notify
  - Identify all energy sources and review the procedure.
  - Inform affected employees about the lockout.
- Shut Down Equipment
  - Use normal stopping procedures and wait for parts to stop moving.
- Isolate Energy
  - Disconnect electrical, hydraulic, pneumatic, and other sources.
  - Apply isolation devices as needed.
- Apply Lock & Tag
  - Lock each energy source and attach a tag with your name, date, and reason.
- Release Stored Energy
  - Bleed pressure, discharge capacitors, and secure moving parts.
- Verify Isolation
  - Test controls to confirm zero energy state, then return to “off.”
- Perform Work
  - Begin maintenance only after verification.
- Remove Lockout
  - Inspect area, reinstall guards, notify employees, and remove locks/tags only by the person who applied them.

#### WHY IT MATTERS

- Lockout/Tagout (LOTO) is a critical safety procedure designed to protect workers from hazardous energy during servicing or maintenance of machines and equipment. Failure to follow LOTO can result in severe injuries or fatalities.

#### WHEN IS LOTO REQUIRED?

During maintenance, cleaning, servicing, or any activity where unexpected energization could occur.

#### TYPES OF HAZARDOUS ENERGY

- Electrical
- Mechanical
- Hydraulic
- Pneumatic
- Thermal
- Chemical

#### COMMON MISTAKES TO AVOID

- Skipping verification.
- Using tags without locks when locks are required.
- Not locking all energy sources.
- Taking off a lock/tag that does not belong to you.

**LOTO SAVES LIVES. ALWAYS FOLLOW THE PROCEDURE – NO SHORTCUTS.**