



★ ★ LOCK OUT - TAG OUT ★ ★

Control of Hazardous Energy is needed to prevent injury or death to workers whose jobs include working with equipment or machinery. When the energy isolating devices (switches, valves, levers, rams, etc.) cannot be “locked out”, then “tagging out” is allowed only if employees have received training and the work is inspected. The objective is to achieve a zero mechanical/energy state, where all energy sources have been isolated and/or neutralized.

When Is It Necessary to Have a Lock Out - Tag Out Procedure?

- Any time there is a chance for equipment or machinery to start-up or release stored energy that could result in injury.
- Whenever cleaning, servicing, adjusting or setting up equipment or machinery that is capable of movement from an energy source, including stored energy.

What types of energy?

- Electrical, mechanical, air, hydraulic, gravity, water, gas, and/or steam.

How is “zero mechanical” or “zero energy” achieved?

- De-energize, disengage, block, lock out, bleed down, blank-out etc.

Basic Guidelines for LOTO

- Shut down the equipment or machinery using normal procedures.
- Deactivate or isolate energy source from the equipment or machinery.
- Lock out the energy isolating devices with assigned lock out devices.
- Dissipate, release (bleed down) or restrain (block or blank-out) stored or residual energy.
- Assure that no workers are exposed and then verify the machine has been isolated from all energy sources by activating the normal operating control (switch, valve, etc.).
- Return normal operation controls to the OFF or NEUTRAL position.