General Information
Lockout and Tagout (LOTO) are safety procedures to ensure equipment or machinery are disabled during maintenance or repair. This toolbox talk is an overview/refresher of LOTO. Formal training should be completed before practicing.

Lockout vs Tagout
- Lockout is when a locking device is placed on the source of energy to physically prevent startup of a machine or equipment.
- Tagout is when a tag is placed in conjunction with the locking device to warn others not to energize the source.
- Tagout can also be used by itself ONLY if lockout is impossible.

Procedure
- Notify all affected employees that a LOTO procedure is about to begin.
- Shut down equipment and place tag on power switch.
- Isolate equipment and ensure all power sources are disengaged.
- Place lock and/or tag on appropriate locations.
- Release stored energy such as pressurized hydraulic or water lines.
- Verify energy source is shut off and isolation is complete.
- Perform the maintenance or repair needed.

Removal Procedure
- Make sure equipment is fully assembled and all guards are in place.
- Ensure all employees are notified and clear of the machine/equipment.
  - Remove LOTO device(s).
  - Turn on power source and notify all affected employees LOTO is complete.

Important Reminders
- Never remove a lock or a tag that you did not place.
- Do not leave keys in the locks.