



Lockout/Tagout (LOTO)

Toolbox Talks are intended to facilitate health and safety discussions. Find more Toolbox Talks on the [Occupational Safety web page](#).

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.

Discussion Date:

Supervisor:

Participants: