

# CREATING A LOCKOUT/TAGOUT PROCEDURE

Using a Lockout/Tagout system of shutting down power sources with carefully labeled sets of locks prevents the accidental release of hazardous energy during repair and maintenance operations.

## 1 WRITE A FORMAL PROCEDURE

Identify equipment in question and list proper steps for shutting down and restarting equipment.

## 2 NOTIFY AFFECTED EMPLOYEES

Make sure backup work procedures are in place, so they know how to proceed while equipment is locked out.

## 3 SHUT DOWN EQUIPMENT

Shut down all primary and secondary power sources according to your formal written L.O.T.O. procedure.

## 4 LOCK OUT

Lock out equipment at all primary and secondary sources. Each worker working on the repair must each add their lock to the equipment.

## 5 RELEASE ANY STORED ENERGY

Release any stored energy from secondary energy sources. This can include draining valves or releasing hydraulic pressure.

## 6 TEST THE LOCKOUT

Review the written procedure to make sure no steps were missed, and make sure the lockout worked properly by attempting to turn the equipment on.

## 7 MAINTAIN LOCKOUT DURING SHIFT CHANGES

If a worker removes their lock to leave for the end of their shift, the person replacing their shift must place their lock first.

## 8 BRING THE EQUIPMENT BACK ONLINE

Each worker must remove their own lock and tag. Before turning equipment back on, make sure all workers are safely out of the way of hazards.



ACCORDING TO OSHA, FOLLOWING PROPER LOCKOUT/  
TAGOUT PROCEDURES PREVENTS AN ESTIMATED  
**120 FATALITIES AND 50,000 INJURIES** EACH YEAR.

