

LOCKOUT / TAGOUT (LO/TO)



ENSURING A SAFE WORKING ENVIRONMENT

The accidental start-up of machinery because of failure to lockout can cause serious injury or even death. Lockout Tagout (LO/TO) is a safety procedure used to ensure that dangerous equipment is properly shut off, in a zero-energy state while maintenance and repairs are being performed. Lockout Tagout, is intended to keep your crew safe.

Lockout – To physically place the lock on an energy-isolating device to secure against unintended activation or movement. By doing this, it will lock the machine or equipment into safe mode.

Tagout – Provides additional information that accompanies the lockout step. Tags identify the person who enforced the lock, location, date and time, and any other hazard warning information. Even where tags are not required, they are used as a best practice.

AS AN EMPLOYER YOU ARE RESPONSIBLE FOR:

1. Protecting all employees by having a written lockout tagout procedure.
2. Lockout Tagout procedure training should be included when a new employee is hired and ongoing training for all employees to keep procedures fresh in their minds.
3. Providing all safety locks and keys needed.
4. Developing and enforcing an energy control program, and make sure the energy source to a machine can be isolated and locked out. If machines can not be locked out, you will then enforce a tagout program.
5. Inspecting of all equipment and making sure they are in good working condition.
6. Making sure all employees who are working on the equipment can verify if all energy sources are shut off, equipment is locked out with a lock and key, and all tags that are placed include authorized persons name, date, and time the tag was placed, and instructions to not start up the machinery.

AS AN EMPLOYEE YOU ARE RESPONSIBLE FOR:

1. Knowing the lockout tagout procedures.
2. Always following hazardous energy protocol to avoid serious injuries or even death.
3. Use only the locks and tags provided by your employer.
4. Only work on equipment when an authorized person gives you the okay.
5. Keeping in mind that locks can only be removed by the person who controls the lock.
6. Clearing the work area before unlocking the equipment.

