

# TIME TO

ToolBox Talks from the SWPA Safety Committee



# talk... Lockout/Tagout (LOTO)

LOTO protects you and your crew by preventing others from turning on equipment or from a release of energy while working on or servicing equipment & machinery, LOTO controls hazardous energy.

**METHOD**— Identify the equipment /machinery that needs to be shut down and ALL its energy sources. Know the SPECIFIC instructions from the manufacturer.

*Electrical, mechanical, gravitational, thermal, hydraulic, pneumatic & chemical.*

Determine if there are any stored energy sources:

Capacitors, springs: elevated components; rotation components, hydraulic systems, air, gas, steam, water pressure, etc.

Properly shut down equipment and machines according to the manufacturer instructions.

- **Notify affected workers about the shutdown**—those who work on the machines or equipment or work in the area where LOTO will be performed.
- **Shut off the power sources.**
- **Apply locks & tags to the power sources on the machine/equipment.**
- **Sign Off Individually.**
- **Test to see if the equipment/machinery is properly locked out by trying to start.**
- **After work is completed remove all tools and supplies.**
- **Remove locks and tags then notify other employees that equipment can be started.**

**TIMING**— Before any repairs, maintenance or service on equipment, before any work requires a worker to place any part of their body in or near the point of operation.

**REMEMBER...** All power sources need to be disconnected and locked in the off position. Each person involved locks out the power with their personal lock and key so they have control of the energy source. Place a tag on the lock to warn others and to identify who is responsible. BEFORE beginning to work EACH person needs to test the energy source to ensure it is locked out. **NO ONE can remove another's lock. That way no one can accidentally turn on the equipment.**

## Use LOTO EVERY time, NO Exceptions!



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Toolbox Talks are provided as a courtesy to SWPA members.  
Please remember they are to assist you in developing a safety plan.  
Keep in mind OSHA, Department of Labor and Insurance requirements may change over time and it is your responsibility to make sure your safety plan is up to date. Reference: OSHA, NIOSH, FRA

