

## **Toolbox Talk: Proper Lockout/Tagout Procedures & Employee Responsibilities**

**Standard:** 29 CFR 1910.147 The Control of Hazardous Energy (Lockout/Tagout) standard

### **Purpose**

This toolbox talk reinforces the correct lockout/tagout (LOTO) procedures and clarifies employee responsibilities when servicing or maintaining equipment. Following these steps every time prevents unexpected startup and the release of hazardous energy.

### **What Is Lockout/Tagout?**

Lockout/Tagout is a safety procedure used to ensure that machines are properly shut off, isolated from energy sources, and cannot be restarted until maintenance or servicing is complete.

- **Lockout** uses a physical lock to secure energy-isolating devices.
- **Tagout** uses a warning tag to indicate that equipment must not be operated.

**Important:** Tagout alone is only used when lockout is not feasible and requires additional safety measures.

### **Basic Lockout/Tagout Procedure**

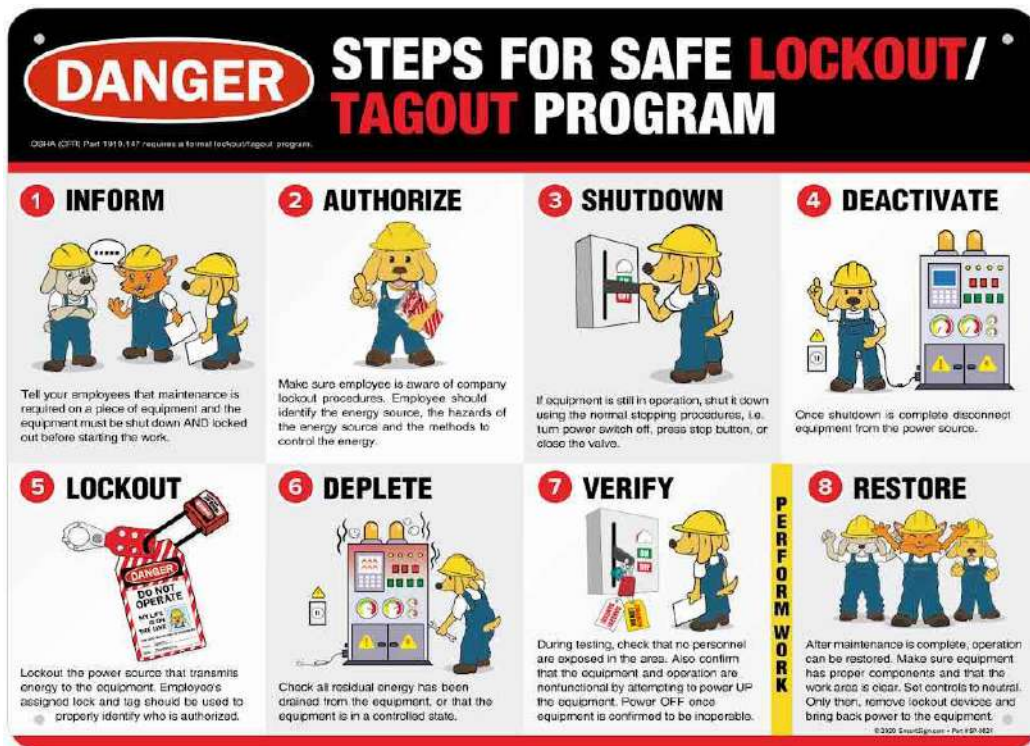
All authorized employees must follow these steps:

1. **Notify Affected Employees**  
Inform all impacted personnel that LOTO will be performed.
2. **Shut Down Equipment**  
Turn off the machine using normal stopping procedures.
3. **Isolate Energy Sources**  
Disconnect or block all energy sources (electrical, mechanical, hydraulic, etc.).
4. **Apply Locks and Tags**  
Each authorized employee applies their personal lock and tag.
5. **Release Stored Energy**  
Safely dissipate or restrain any stored or residual energy.
6. **Verify Isolation**  
Attempt a "try-start" to ensure the equipment will not operate.

### **Employee Roles & Responsibilities**

#### **Authorized Employees**

- Perform lockout/tagout procedures
- Identify all energy sources
- Apply and remove their own locks and tags
- Verify zero energy before starting work



## Affected Employees

- Operate or work near the equipment
- Must understand the purpose of LOTO
- Never attempt to start or use locked/tagged equipment

## Other Employees

- Must not interfere with LOTO devices
- Should report any unsafe conditions or violations

## Key Safety Rules

- **One lock, one key, one worker**
- Never remove another employee's lock or tag
- Always follow written company procedures
- Ensure tags are clearly visible and legible
- Do not bypass or ignore LOTO devices

## Restoring Equipment to Service

Before removing LOTO devices:

- Inspect the work area
- Ensure all tools and personnel are clear
- Confirm the system is safe to re-energize
- Each worker removes their own lock and tag
- Notify affected employees before startup

## Discussion Questions

1. Who is authorized to perform lockout/tagout on our site?
2. What steps do we follow to verify zero energy?
3. What should you do if you see a lock or tag on equipment?

## Takeaway Message

Lockout/Tagout is a critical safety system that protects workers from serious injury or death. Every step must be followed, and every employee has a responsibility to respect and support the process—no shortcuts, no exceptions.

