

7 Basic Steps for Lockout Tagout

Think, Plan, and Check.

- If you are in charge, think through the entire procedure.
- Identify all parts of any systems that need to be shut down.
- Determine what switches, equipment and people will be involved.
- Carefully plan how restarting will take place.

Communicate.

- Notify all those who need to know that a lockout tagout procedure is taking place.
- Identify all appropriate power sources, whether near or far from the job site.
- Include electrical circuits, hydraulic, and pneumatic systems, spring energy and gravity systems.

Neutralize all appropriate power at the source.

- Disconnect electricity.
- Block movable parts.
- Release or block spring energy.
- Drain or bleed hydraulic and pneumatic lines.
- Lower suspended parts to rest positions.

Lock out all power sources.

- Use a lock designed only for this purpose.
- Each worker should have a personal lock.

Tag out all power sources and machines.

- Tag machine controls, pressure lines, starter switches, and suspended parts.
- Tags should include your name, department, how to reach you, the date and time of tagging, and the reason for lockout.

Do a complete test.

- Double-check all the steps above.
- Do a personal check.
- Push start buttons, test circuits, and operate valves to test the system.

When it's time to restart.

- After the job is completed, follow the safety procedures you have set up for restart, removing only your own locks and tags.
- With all workers safe and equipment ready, it's time to turn on the power.

