



# Toolbox Talks

## Lockout/Tagout Awareness



All workers could be exposed to the dangers of hazardous energy. Workers need to be familiar with how lockout tagout (LOTO) could affect them, how to recognize when lockout tagout is needed or is in place, and what is required before doing any job that requires lockout tagout.

***OSHA Standard 1926.417 Controls that are to be deactivated during the course of work on energized or deenergized equipment or circuits shall be tagged. Equipment or circuits that are deenergized shall be rendered inoperative and shall have tags attached at all points where such equipment or circuits can be energized. Tags shall be placed to identify plainly the equipment or circuits being worked on.***

**Lockout** refers to the act of placing a physical barrier, such as a lock, cover or chain, that prevents a machine or equipment component from being turned on or activated.

**Tagout** is the application of a label or tag placed near the lockout that alerts others to the lockout status of the equipment.

**Lockout and Tagout should always be used together to maximize safety.**

- Failure to properly lockout and tagout equipment can result in injuries to the workers who are servicing, repairing, or adjusting the equipment.
- Recognize when equipment is locked out, tagged out, or both – look for tags, signs or locks at startup points, switches, valves, or control panels.
- Never tamper with or remove a lockout or tagout device!
- Only personnel that have received specific training and follow the correct procedures are authorized to perform lockout tagout.
- Identify and label all sources of hazardous energy at the work site.
- Never attempt to bypass a lockout or tagout device!
- When there is the potential for more than one worker to be servicing the same equipment that requires lockout tagout procedures to be in place, it is best for each worker to have their own lock and tag on the equipment to ensure the safety of each individual is maintained.
- Regular inspections, at least annually, on the lockout tagout process will ensure the procedures are working as intended.

