

Lock Out/Tag Out Guidelines

LOCKOUT/TAGOUT CHECKLIST

Lockout/Tagout (LOTO) refers to specific practices and procedures to safeguard employees from the unexpected energizing or startup of equipment or the release of hazardous energy during service activities. Effective LOTO programs typically require affixing the appropriate lockout or tagout devices to energy-isolating devices and by de-energizing machines and equipment. Every employee needs to be vigilant on LOTO procedures to prevent dangerous accidents.

Controlling hazardous energy sources is very important.

Employees servicing equipment may be exposed to serious physical harm or death if hazardous energy is not properly controlled. According to OSHA, craft workers, machine operators, and laborers are among the 3 million workers who service equipment and face the greatest risk; compliance with the LOTO standard ([29 CFR 1910.147](#)) prevents an estimated 120 fatalities and 50,000 injuries each year. Workers injured on the job from exposure to hazardous energy lose an average of 24 work days due to recuperation.

Follow OSHA standards for control of hazardous energy sources.

The OSHA standard for Control of Hazardous Energy (Lockout/Tagout), Title 29 Code of Federal Regulations (CFR) Part 1910.147, addresses the practices and procedures necessary to disable machinery or equipment, thereby preventing the release of hazardous energy while employees perform service and maintenance activities. The standard outlines measures for controlling hazardous energies" electrical, mechanical, hydraulic, pneumatic, chemical, thermal, and other energy sources.

In addition, OSHA outlines the requirements specifically addressing employees working on electrical circuits and equipment. Protection for these workers involves LOTO procedures, as well as strict safety guidelines. Any employees working with conductors or electrical systems are required to adhere to 29 CFR 1910.333.

The ultimate goal is protecting employees.

Most companies already have LOTO procedures in place. However, ensuring that everyone is aware of all aspects of LOTO is a constant process. Not sure if you are covering each point in your safety meetings? [Download a Lockout/Tagout Checklist](#) to help you.