



## MSA Safety Talk for LOTO Mistakes

*Toolbox Talks are intended to facilitate health and safety discussions on the job site.*

Locking out means placing a lock on a device that prevents the release of energy, such as an electric circuit breaker, a disconnect switch, a line valve, and a block.

Tag out means attaching a tag on a switch or other shutoff device that warns others not to start up the equipment. Tag out may only be used together with lockout, unless locking out the equipment is impossible.

Sounds easy? It is, if procedures are followed correctly.

**Mistake 1:** "This job will only take a few minutes. I don't need to use a lock—I'll just shut it down."

**Mistake 2:** Your co-worker pulls the switch and correctly locks it out. Then you place your lock through his lock. When he finishes up first, he removes his lock and leaves yours lying on the ground near the switch. Now you have no protection. Always use a multiple lockout when more than one person is servicing the equipment.

**Mistake 3:** You're afraid you're going to lose the key, so you leave it in the lock. Again, this does not protect you and can be dangerous.

**Mistake 4:** "Joe, could you take my lock and shut off the machinery and lock it out while I get my tools together?" Don't depend on the other guy. Do the shutoff and lockout yourself.

**Mistake 5:** You locked out the control circuit and thought that was good enough. Wrong! The main disconnect or switch must be locked out too. Even one drop of water or a few particles of dust can cause a machine to operate without anyone pressing any start buttons.

**Mistake 6:** Everything is correctly locked out and you're ready to go to work. You've only got an hour to finish the job. Stop! Before you do anything, take a few moments to test the controls to make absolutely sure they are inoperative.

As you can see, it is up to you to perform a proper lockout. Make sure you have received training and understand exactly what to do. Your life may depend on it!

**Toolbox Attendance**

**Questions?** \_\_\_\_\_  
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**Concerns?** \_\_\_\_\_  
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**Days since Last Incident:** \_\_\_\_\_

**Supervisor/Meeting Leader:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signatures of attendees:**


**Manager review comments:**

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**Manager signature:** \_\_\_\_\_ **Date of Review:** \_\_\_\_\_