



Lockout/Tagout Standard – Before You Begin . . .

Toolbox Talks are designed to support job-site health and safety discussions.

It can be tempting to jump straight into lockout/tagout procedures during maintenance, even when equipment has multiple hazardous energy sources. You might begin by turning off switches, closing valves, applying locks and tags, and starting the work. However, before you begin, there is critical information you need to know. Overlooking it could increase the risk of serious injury or death.

Before shutting off energy sources to service or maintain equipment, the lockout/tagout standard requires authorized employees to understand the types and levels of energy involved. They must also know the hazards associated with that energy and fully understand how to control each applicable hazardous energy source.

At first, switching off the electrical power may seem sufficient. However, some electrically powered equipment contains capacitors or rectifiers that can hold a charge after power is disconnected. Stored energy must be bled off or otherwise dissipated before anyone contacts these parts. Also remember that some machine components can keep moving after power is shut off, such as flywheels on mechanical presses.

Although it may seem logical to close every valve to control hazardous energy, some valves may need to be opened to release residual pressure in pipes, hoses, or vessels. Do not overlook potential energy sources, such as compressed or stretched springs under tension, or cams that stop at their highest point when a machine shuts down. In some cases, cam shafts might need to be manually rotated to relieve this potential energy.

How can you be sure you know how to control all potentially hazardous energy sources for a piece of equipment or machinery? Start by reviewing the machine-specific energy control procedure for the equipment you will be working on. Employers must develop a written process and procedure for locking out machines. Do not work on equipment unless you have been trained on its specific procedure. By knowing the procedure and following every required lockout/tagout step, we can help protect ourselves from injury or worse.

Toolbox Attendance

Questions? _____

Concerns? _____

Days since Last Incident: _____

Supervisor/Meeting Leader: _____ Date: _____

Signatures of attendees:

Manager review comments:

Manager signature: _____ Date of Review: _____