

Lockout/tag out safety

What is lockout/tag out (LOTO)?

Lockout/tag out (LOTO) is a safety procedure used to ensure that machines and equipment are properly shut off and not able to be started up again before maintenance or repair work is completed. This process prevents the accidental release of hazardous energy, which can cause severe injuries or fatalities.



Why is LOTO important?

Every year, many workers are injured or killed because machines or equipment were not properly locked out. Lockout procedures protect workers from hazardous energy sources such as electrical, mechanical, hydraulic, pneumatic, chemical or thermal.



When should LOTO be used?

LOTO should be implemented whenever servicing or maintenance is performed on machines or equipment where unexpected startup or release of energy could occur (examples of energy: electrical, mechanical, hydraulic and pneumatic). LOTO is most often used during:

- Maintenance or repair
- Cleaning and lubrication
- Replacement of parts



The steps of LOTO:

1. **Preparation:** Identify all energy sources, understand the hazards, and inform everyone that may be impacted.
2. **Shutdown:** Turn off the machine or equipment using standard operating procedures.
3. **Isolation:** Disconnect or isolate the machine or equipment from its energy sources.
4. **Lockout/tag out:** Apply locks or tags to the energy-isolating devices to prevent accidental operation.
5. **Release of stored energy:** Safely release any residual or stored energy.
6. **Verification:** Verify that the machine or equipment is properly locked out by attempting to restart it. This ensures no energy is present.
7. **Completion of work:** Once the work is done, remove the lockout devices, inspect and restore energy in a controlled and safe manner. Confirm and communicate completion.



Training and compliance

All employees involved in lockout/tag out operations must be trained on the procedure to ensure they understand the dangers of hazardous energy. This training ensures they can perform the necessary steps to safely lock out equipment.

Key takeaways:

- Always use LOTO when performing maintenance on equipment.
- Complete each step of the procedure in order, without skipping steps.
- Never attempt to remove someone else's lock.
- Report any missing or faulty lockout equipment.

By following lockout/tag out procedures, we can significantly reduce the risk of workplace injuries related to hazardous energy.

Reference

For more information, visit: <https://www.ccohs.ca/topics/programs/programs/lockout>

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Lockout/tag out procedures keep our Alberta construction industry safe by making sure equipment is fully shut down and cannot start up unexpectedly during maintenance or repairs. Prevent injuries by using proper lockout devices and tags, protecting you and your crew from serious injuries caused by moving parts or electricity.

What are the likely scenarios for someone in our crew to get hurt by not following the LOTO steps?

What incidents have happened where someone in our crew or industry was injured this way?

What immediate actions should we take to ensure LOTO steps are followed? What actions should be taken to address it in the long-term?

What other teams might share our concern? How could we work together to address it? Do we have a solution (process, procedure, etc.) to offer them?

What questions or comments do you have about LOTO?

Attendance

Name	Initials	Name	Initials

Action items

Name	Person responsible	Due date	Done

If you have questions or comments, speak with your health and safety representative.