

TOOLBOX TALK

Lockout/Tagout (LOTO)

WHY THIS MATTERS

Proper LOTO compliance prevents an estimated 120 fatalities and 50,000 injuries every year (OSHA). Control of Hazardous Energy (29 CFR 1910.147) is the #4 most cited OSHA standard. Workers injured from uncontrolled energy lose an average of 24 workdays.

120

Deaths prevented per year by proper LOTO

50K

Injuries prevented per year by proper LOTO

100%

LOTO saves lives when followed correctly

The 6-Step LOTO Procedure

EVERY step matters — skipping one can kill. Follow this sequence exactly:

1

PREPARE — IDENTIFY ALL ENERGY SOURCES

Know the machine. Identify ALL energy types: electrical, mechanical, hydraulic, pneumatic, chemical, thermal.

2

NOTIFY ALL AFFECTED WORKERS

Tell everyone who works on or near the equipment that it will be locked out, why, and for how long.

3

SHUT DOWN THE EQUIPMENT

Use the normal stopping procedure. Never pull the plug or hit the emergency stop as a shortcut.

4

ISOLATE ALL ENERGY SOURCES

Disconnect, block, or close all energy-isolating devices: switches, valves, breakers, disconnects.

5

APPLY LOCKS AND TAGS

Each authorized worker applies their OWN lock and tag. One person = one lock. Never share locks.

6

VERIFY ZERO ENERGY — TRY-START

Try to start the machine. Test for voltage, pressure, flow. Verify ALL energy sources are at zero.

LOTO Readiness Checklist

- Are written LOTO procedures available for every machine being serviced?
- Does every authorized worker have their own lock and tag?
- Have all energy sources been identified (electrical, hydraulic, pneumatic, etc.)?
- Have all affected workers been notified?
- Has zero energy been VERIFIED by try-start before work begins?

6 Types of Hazardous Energy — Know Them All

Electrical

Motors, wiring, capacitors, batteries. Can arc, shock, or electrocute. Always verify zero voltage.

Mechanical

Moving parts, gears, belts, flywheels, springs. Stored energy can release without warning.

Hydraulic

Pressurized fluid in cylinders, lines, accumulators. Can crush or inject fluid through skin.

Pneumatic

Compressed air in lines, tanks, tools. Sudden release can propel objects or rupture lines.

Chemical

Stored chemicals in pipes, tanks, vessels. Can burn, poison, or create toxic atmospheres.

Thermal

Hot surfaces, steam, molten materials, extreme cold. Can cause severe burns on contact.

Common LOTO Mistakes That Kill

- ✗ Skipping the try-start verification — the #1 cause of LOTO fatalities. ALWAYS verify zero energy
- ✗ Using someone else's lock or a shared lock — ONE person, ONE lock. Your lock protects YOUR life
- ✗ Assuming "it will only take a minute" — the machine doesn't know your schedule. Lock it out every time
- ✗ Removing someone else's lock without authorization — never remove another worker's lock. Period

Safety Tips to Remember

- ✓ Your lock = your life — never let anyone else remove it. Only you remove your own lock
- ✓ ALL energy sources means ALL — check electrical, hydraulic, pneumatic, mechanical, chemical, thermal
- ✓ Group LOTO: each worker applies their own lock to the group lockbox. Machine stays locked until all remove
- ✓ Annual inspections of LOTO procedures are required by OSHA — verify your program is current

Discussion Questions for Your Team

1. What equipment on our site today requires LOTO before servicing?
2. Does everyone have their own personal lock and tag?
3. Can you name all the energy sources on the equipment you maintain?
4. What would you do if you found a machine with someone else's lock still on?
5. When was our LOTO program last inspected and updated?

TOOLBOX TALK SIGN-OFF

Date: _____ Supervisor: _____

Project: _____ Location: _____

Attendance sheet attached: Yes