

Preparing for & Performing LO/TO Shutdown

Handout

Lockout/Tagout Steps Keep Power Off and Safety On

Before fixing or servicing powered equipment, an authorized employee with knowledge of power sources and controls follows these steps:

- ☐ Alert employees in the area that equipment will be turned off and locked out.
- ☐ Turn off the machine or equipment and its energy control device.
- ☐ Deactivate/Isolate the machine or equipment from all energy sources.
- ☐ Lock the energy control switch in the “off” or “safe” position.
- ☐ Then release or block any stored energy. Before maintenance or servicing work can begin, equipment must be at zero energy state (ZES).
- ☐ Check that power is off by turning controls “on” and trying to start the equipment.
- ☐ Return controls to the “off ” position.

Before restart after the service or maintenance is performed:

- ☐ Remove tools or other materials from the area.
- ☐ Tell employees to stay a safe distance away while locks or tags are removed.
- ☐ Remove the locks or tags.
- ☐ Verify that all controls are in neutral or off position.
- ☐ Replace machine guards and test that equipment is ready to operate.
- ☐ Turn on the equipment and make sure it operates properly.
- ☐ Tell affected employees that locks/tags are off and the equipment is ready for use.