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7 Key Steps in Lockout/Tagout Procedures

Here are seven key steps to follow during lockout/tagout procedures:

1. **Identify the Procedure to Use** – Identify which lockout/tagout procedure is appropriate for your equipment. Make sure you have the proper energy control devices and other lockout devices.
2. **Prepare for the Equipment Shutdown** – Next, prepare for the shutdown by identifying which equipment needs to shut off, what switches to pull, and what order to follow
3. **Notify All Affected Employees** – Communicate to all affected, authorized personnel that your lockout/tagout procedure is about to begin.
4. **Equipment Shutdown** – Next, shut down the equipment safely and carefully.
5. **Add the Individual Locks** – Secure individual locks for all equipment that needs it and add appropriate tags. Locking out all power sources ensures worker safety.
6. **Check Stored Energy** – Ensure all machines are disabled to prevent the release of stored, residual energy that can injure employees.
7. **Verify Isolation** – Before starting work again with machines that have been locked out or tagged out, verify each piece of equipment's energy isolation and de-energization.