Lockout tagout toolbox talk (LOTO)

29 CFR 1910.147

Date _____ Trainer _____ Location _____

Opening question

Have you ever reached into a machine to clear a jam, even for a second, without locking it out?

Why it matters

Machines can start up without warning, and stored energy can be released even after the power is off. Lockout tagout keeps a machine from moving or releasing energy while someone is working on it. It only works when everyone follows the same steps, every time.

Key points

1. **Know your role: authorized or affected**
   An authorized employee is the person who locks out or tags out a machine to service or maintain it. An affected employee runs that machine or works in the area where the servicing is being done. An affected employee becomes an authorized employee when their duties include that servicing or maintenance.
   29 CFR 1910.147(b)

2. **Find every energy source**
   Energy can be electrical, mechanical, hydraulic, pneumatic, chemical, thermal or another kind, and one machine can have several sources. Lockout goes on an energy isolating device, like a disconnect switch, a circuit breaker or a line valve. Push buttons, selector switches and other control circuit devices are not energy isolating devices, so hitting the stop button is not lockout.
   29 CFR 1910.147(b)

3. **Follow the steps in order**
   Lockout procedures must be done in the same sequence every time. Prepare and know the energy, shut the machine down, isolate it from its energy sources, put your lock or tag on, relieve, disconnect or restrain stored energy, then verify the machine is isolated and de-energized. Skipping a step can get someone hurt.
   29 CFR 1910.147(d)

4. **Verify before you touch**
   Before work starts, the authorized employee must verify that the machine is isolated and de-energized. A common check is to clear everyone from the area, try the normal start controls, then return them to off. Do not take anyone's word that it is dead.
   29 CFR 1910.147(d)(6)

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5 **Restart the right way**

Before the locks come off, the work area must be checked for nonessential items, and everyone must be safely positioned or out of the way. Affected employees must be told the locks are off before the machine starts. Each lock or tag is removed by the person who put it on, unless that person is not available and the employer directs its removal under a documented procedure that workers are trained on.

29 CFR 1910.147(e)

6 **Respect every lock and tag**

A tag is a warning device. It does not physically hold a switch or valve off the way a lock does. A tag must never be removed without permission from the person responsible for it, and it must never be bypassed or ignored. If you find a lock or tag, leave it alone, never try to start the equipment, and find out who owns it.

29 CFR 1910.147(c)(7)(ii)

Scenario

Picture this: A conveyor jams near the end of a shift. The operator hits the stop button and reaches in to pull out a crushed box. Nobody has locked out the disconnect. At the far end of the line, a coworker who cannot see the operator presses start to check whether the line is clear. What should have happened before anyone reached in?

Crew discussion

1. Which machines in our area have more than one energy source, and where are their disconnects and valves?
2. Who on this crew is authorized to lock out, and who is affected?
3. What do you do if you find a lock or tag on equipment you need to use?
4. Where are our lockout procedures kept, and when did you last read the one for your machine?

Bottom line **Before you reach in, lock it out, try it, and keep your key until the job is done.**

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Sign-in sheet / Hoja de asistencia

Topic / Tema Lockout/tagout (LOTO) / Bloqueo y etiquetado (LOTO)

Date / Fecha _____

Trainer / Instructor _____

Location / Lugar _____

Company / Empresa _____

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Time / Hora _____

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