

Lock-Out Tag-Out Procedure



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Lockout-Tagout (LOTO) is a safety procedure used in industrial settings to ensure that machines are properly shut off and not able to be turned on again until maintenance or repair work is completed. The following is a general Lockout-Tagout Standard Operating Procedure that can be customized to fit specific workplace needs:

- 1 IDENTIFY THE EQUIPMENT.** Determine which equipment needs to be locked out and tagged out before maintenance or repair work can be performed.
- 2 NOTIFY EMPLOYEES.** Inform all employees who may be affected by the LOTO procedure that maintenance or repair work is going to take place.
- 3 SHUT OFF POWER.** Turn off the power to the equipment using the appropriate controls. Make sure to follow all standard procedures for powering down the equipment.
- 4 DE-ENERGIZE THE EQUIPMENT.** Remove or isolate any residual energy from the equipment. This includes any stored energy such as pressure, heat, or electrical charge.
- 5 LOCK AND TAG.** Attach a lock and tag to the energy isolating device(s) so that the equipment cannot be turned on until the maintenance or repair work is completed.
- 6 VERIFY ISOLATION.** Check that the equipment is properly isolated by attempting to start it. If it doesn't start, the isolation has been successful.
- 7 PERFORM MAINTENANCE OR REPAIR.** Perform the necessary maintenance or repair work, following all standard procedures.
- 8 REMOVE LOCKS AND TAGS.** Remove the locks and tags once the work is completed, making sure that all employees are clear of the equipment.
- 9 RE-ENERGIZE THE EQUIPMENT.** Turn the power back on and ensure that the equipment is functioning properly.
- 10 VERIFY EQUIPMENT SAFETY.** Verify that the equipment is safe to operate before allowing any employees to resume work on or near it.