

Toolbox No.3	Issue No. 1	Date: May 2023
	TOOL BOX TALK	
	<u>Lock Out – Tag Out</u> <u>LOTO</u>	

Scope:

Lock Out, Tag Out (LOTO) is a safety procedure used in industry and research settings to ensure that dangerous machines are properly shut off and not able to be started up again prior to the completion of maintenance or repair work. LOTO is used to protect workers from unexpected energization, pressurization or start-up of the equipment or stored energy.

Things to Consider:

Dangerous sources include:

Electrical Energy – energizing most workplace equipment

Hydraulic Energy – powering forklift trucks, cutting equipment and pumps

Pneumatic Energy – powering equipment via compressed air or gas

Mechanical Energy – found in all machinery with moving parts

Process Fluids – chemicals, coolants

Thermal Energy – steam, liquid gasses, ovens or freezers etc (hot & cold)

Kinetic Energy – compressed springs, suspended weights, elevated items and ejected items

Radiation – X-rays, lasers

How to manage the risks:

- LOTO – Basic Steps
 1. Prepare for shut down
 2. Notify employees
 3. Turn off equipment
 4. Isolate all energy sources
 5. Lockout and tagout
 6. Test for dead
 7. Complete installation, fault finding, repair or maintenance
- LOTO – Return to Service
 1. Check that all work has been completed
 2. Re-install guards, removed blocks and maintenance equipment from the area
 3. Remove locks
 4. Energise and test the system
 5. Notify employees that the equipment is now safe to use



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Takeaway Point:

To eliminate the potential for unplanned machinery start-up or energy escape, **EVERY PERSON** involved in the work activity should place their own individual padlock on the isolation point(s) and retain their own key until they have completed their part of the task.

Personal locks should be applied to **EACH** energy source where more than one exists i.e. process fluids, air and electricity.

Applicable Legislation:

[The Provision and Use of Work Equipment Regulations 1998](#)

Regulation 19 – Isolation from Sources of Energy states: “Every employer shall ensure, that where appropriate, work equipment is provided with suitable means to isolate it from all its sources of energy. Every employer shall take appropriate measures to ensure that reconnection of any energy source to work equipment does not expose any person using the equipment to any risk to his health or safety.”

[The safe isolation of plant and equipment \(HSG253\)](#)

[The Electricity at Work Regulations 1989](#)

Related Documents:

Training Aid – NAPO Video Link

<https://www.youtube.com/watch?v=eleMlcp21Q>

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TOOLBOX ATTENDANCE SHEET		
Company:	Talk Delivered By	
Date:		
<u>Attended By</u>	<u>Signature</u>	<u>Date</u>

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