



SHIFT BRIEFING



LOCKOUT/TAGOUT BEST PRACTICES

Lockout and tagout (LOTO) is a critical part of a strong all-around safety program. In LOTO, maintenance employees work to positively prevent all forms of hazardous energy from causing harm.

Hazardous energy comes in many forms. Electrical energy can cause electrocution and burns, provide ignition to flammable atmospheres, and activate mechanical equipment. Steam can cause burns or initiate hazardous reactions. Nitrogen can cause asphyxiation. Chemical flow can cause uncontrolled reactions and injury. When a piece of equipment is being worked on, all sources of hazardous energy must be securely and positively locked out until the equipment is operational.

Basics of LOTO - Here are the bare essential best practices of a good LOTO program.

- We have a LOTO policy that is mandatory at all sites *Hold up a copy of the policy or give it's location*
- We train affected employees in proper LOTO procedures, and provide retraining regularly
- Assign authorized employees to ensure that LOTO procedures are thoroughly followed
- Identify all sources of hazardous energy potentially impacting a piece of equipment and lock out all sources
- Make sure each person working on a piece of equipment applies his lock to the lockout device
- Apply a tag to the lockout point using a fastener that cannot be easily or accidentally removed.
- Make sure that any stored energy has been released.
This includes electrical, residual fluid or air pressure, and pent-up mechanical or potential energy.
- Once the locks and tags are in place, try to operate the equipment to ensure that energy exists.

Discuss typical LOTO situations in your operation

Take care when troubleshooting Sometimes LOTO might seem inconvenient, for example, if you need to have parts of a machine or process energized for troubleshooting. In such cases, lock out the process completely, determine which lock-outs need to be removed to do the energized tests, evaluate the potential hazards carefully, and take the appropriate precautions. Only then remove the lock-outs. As soon as the need for the equipment to be energized has passed, the process should be locked out again.

It is unacceptable for any person to ignore these safety practices because it puts that person at risk and, just as important, indicates that person's willingness to put other colleagues at risk.