



# SAFETY TALK

## Lockout/tag out

Every year, workers are killed or seriously injured because machinery or equipment was not properly locked out.

### What's the danger?

Some of the most common hazards are:

- Sudden movement of machine parts
- Electric shock
- Release of pressure

### How to protect yourself

**Lockout** is the use of a lock or locks to render machinery or equipment inoperable or to isolate an energy source.

**There are four basic actions in any lockout:**

- Identify all energy sources connected with the work
- De-energize, disable, redirect or stop all energy from doing what it normally does
- Confirm that you have reached a zero-energy state
- Apply restraint devices to keep the system from starting up while being repaired

**Tag out** is a labeling process that is always used when lockout is required.

**This involves attaching or using an indicator that includes the following information:**

- Name of authorized person who attached the tag and lock to system
- Authorized person's place of employment
- Why the machine or system is locked out – repair/maintenance
- Date of when the lock/tag was applied

An organization will have a lockout program and as many sets of work instructions as required depending on the number of systems that require lockout.

**Remember...**

Don't take chances. When in doubt, lock it out.

Print and review this talk with your staff, sign off and file for COR™ / SECOR audit purposes.

Date: \_\_\_\_\_

Performed by: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Location: \_\_\_\_\_

**Concerns:**

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**Employee Name:**

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**Corrective Actions:**

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**Employee Signature:**

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