

Lockout / Tagout (LOTO) - Employee Handout

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KEY DECISIONS TO REMEMBER

When LOTO applies

Servicing or maintenance can expose workers to unexpected startup, movement, pressure, gravity, heat or stored energy.

Roles and responsibilities

Authorized employees apply and control locks/tags for servicing work.

The energy-control sequence

Prepare for shutdown and identify every energy source.

Verification is a step, not a feeling

Try-start or other approved verification must confirm the isolation is effective.

Group work and shift changes

Each exposed authorized employee needs equivalent personal protection.

Safe return to service

Inspect the work area, replace guards and remove tools.

STOP / ASK FOR HELP WHEN

- Someone says "it is off" but cannot identify all energy sources
- A lock is missing a name/identity
- Stored pressure, gravity or heat has not been controlled
- Someone wants to remove another employee's lock without the employer procedure

OUR SITE-SPECIFIC INFORMATION

- Show the written energy-control program and machine-specific procedures
- Identify actual isolation points and stored-energy hazards
- Demonstrate employer locks/tags and verification method
- Explain group LOTO, contractor coordination, shift change and emergency lock-removal rules