



LOTO PROCEDURES



Follow the steps. Come home safe.

Electrical energy is one of the most underestimated hazards in our industry. Lockout/Tagout (LOTO) is not a suggestion – it's the procedure that keeps you alive.

❓ WHY THIS PROCEDURE EXISTS

- Your coworkers may not be aware you are working on equipment
- Without a lock, equipment can restart unexpectedly
- Most injuries happen during jam clearing
- The procedure is short – consequences aren't

LOTO STEPS - IN ORDER

1 NOTIFY COWORKERS
Let others know the equipment is being shut down before work begins.

2 IDENTIFY ALL ENERGY SOURCES
Locate all energy sources – electrical, hydraulic, pneumatic, gravity, and stored mechanical energy.

3 SHUT DOWN NORMALLY
Use the standard stop procedure – never just pull the plug.

4 ISOLATE POWER
Switch off disconnects and close valves for every energy source.

5 APPLY PERSONAL LOCK & TAG
Lock and tag every isolation point – your lock, your name, your control.

6 RELEASE STORED ENERGY
Bleed lines, block suspended parts, and release spring tension.

7 VERIFY ZERO ENERGY
Test the controls to confirm the equipment will not start.



POST THESE STEPS WHERE YOU WORK AND RUN THROUGH THEM OUT LOUD UNTIL THEY ARE HABIT – YOUR MUSCLE MEMORY COULD SAVE YOUR LIFE!