

Top 10 Tagout Tips

- 1 Be thoroughly familiar** with a machine's operation and its hazards before using, servicing or repairing it.
- 2 Make sure** you are trained and authorized to perform lockout/tagout procedures.
- 3 Consult OSHA** Standard 1910.147 for lockout/tagout industry standards at www.osha.gov.
- 4 Make sure** that only one key exists for each of your assigned locks and that only you hold that key.
- 5 Identify and label** all sources of hazardous energy.
- 6 De-energize** all sources of hazardous energy, disconnect engines or motors, and block machine parts against motion.
- 7 Verify** by testing and/or observe that all energy sources are de-energized.



- 8 Inspect** repair work before removing your lock and activating the equipment.
- 9 Make sure** that only you remove your assigned lock.
- 10 Ensure** that you and your co-workers are clear of danger before re-energizing or reactivating the equipment.



Never take shortcuts.
Always follow all required lockout procedures and OSHA regulations. They save lives.



• Lockout/Tagout Saves Lives •

- 1. Lock & tag energy sources before repairing or cleaning machinery**
- 2. Alert co-workers before reactivating equipment**
- 3. Always use your own key to lock out**

Failure to lock and tag out machinery before repairing it is a major cause of injury and death. According to government statistics, 80 percent of workers fail to turn off equipment before servicing it, putting them and their co-workers at risk of serious injury.

Steps to Lockout/Tagout

Before you begin repairs or block, lock and de-energize any energy source — electrical, hydraulic, pressure or mechanical — take these steps for safe lockout/tagout.

Step 1: Shut down the machinery or equipment using the normal stopping procedure (for example, pushing the stop button).

Step 2: Activate the switch, valve or other energy-isolating device to cut off the energy source. Release stored energy or contain it by blocking it. **Note:** Even if you turn off a control switch, there still may be electrical energy at the switch.

Step 3: Double-check that energy sources are disconnected and de-energized by testing the start button (or other normal operating controls).

Step 4: Return operating controls to the off position after testing.

Step 5: Tag the equipment for servicing.

Step 6: After following steps 1-5, the equipment should be locked and tagged out — safe to service.

