Talk No: 63	Title: Lockout Tagout (LOTO)

Introduction: Lockout-tagout (LOTO) or lock and tag is a safety procedure which is used in industry settings to ensure that dangerous machines are properly shut off and not able to be started up again prior to the completion of maintenance or servicing work or safeguard workers from hazardous energy releases.

What are the Risks:

Hazardous energy comes in many forms.

- Electrical energy can cause electrocution and burns, provide ignition to flammable atmospheres, and activate mechanical equipment.
- 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.
- Untold numbers of major process safety incidents and individual injuries have been caused by failure of LOTO.
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How to be Safe:

- Ensure people are trained in the proper LOTO procedures, and retrain regularly.
- 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 their own personal lock to it
- Test the circuit to ensure it is positively dead before commencing any tasks

What does the Law Say?

HASAWA 1974 places duties on employees to take reasonable care of their own health & safety, and that of anyone who could be adversely affected by their 'acts or omissions at work' and to co-operate with their employer in steps to meet legal requirements.

The Electricity at Work Regulations 1989 state:
Where necessary to prevent danger, suitable means (including, where appropriate, methods of identifying circuits) shall be available for:

a) cutting off the supply of electrical energy to any electrical equipment;
b) the isolation of any electrical equipment.

Do's and Don'ts

Do: Identify all sources of hazardous energy potentially impacting a piece of equipment or task and lock out all sources

Do: Make sure that any stored energy has been released. This includes electrical capacitance, pressure, and hazardous residual fluids

Do: Make sure each person working in the area or on the machinery applies their own lock

Do: try to operate the equipment to ensure that no lock-outs have been missed once the locks and tags are place

NEVER: Remove another worker's lock

NEVER: Assume there is only one power source

REMEMBER ELECTRICITY CAN KILL