



Lockout/Tagout

What this Toolbox Talk Covers:

- ✓ The “Dos” and “Don’ts” for following lockout/tagout procedures for safety on a construction site.

Discussion Notes:

- ✓ Discuss the outcomes of the “Dos” and “Don’ts.”

- Do**
- Follow these steps (in this order) before beginning service or maintenance:
 1. Prepare for shutdown.
 2. Shut down the machine.
 3. Disconnect or isolate the machine from its energy source(s).
 4. Apply the lockout or tagout device to the energy-isolating device.
 5. Release, restrain or otherwise render safe all potentially hazardous stored or residual energy.
 6. Verify the isolation and de-energization of machine.
 - Clearly identify and label all energy sources that need to be locked out or tagged out before performing any maintenance or repair work.
 - Use standardized lockout/tagout equipment devices that are durable, easily identifiable and resistant to removal or tampering.
 - Establish and follow a clear and concise lockout/tagout procedure that outlines the steps to be followed, including proper sequence and communication channels. Ensure the procedure is readily available to all workers.
- Don't**
- Neglect to periodically verify that all energy sources have been properly isolated and locked out or tagged out before commencing work.
 - Start or attempt to operate any machinery or equipment that has been locked out or tagged out by someone else.
 - Rely solely on verbal communication during lockout/tagout procedures. Always use standardized and documented procedures to ensure clarity and consistency.
 - Rush or take shortcuts during lockout/tagout procedures. Follow each step carefully and ensure that all energy sources are effectively isolated.
 - Neglect to make proper documentation for auditing purposes. Accurately record all lockout/tagout procedures, including the names of involved personnel, dates and times for future reference.

Meeting notes:

Employee comments/concerns: _____

Other safety issues to be addressed on the job/facility: _____

Training record: Date: _____ Jobsite/Facility: _____

Trainer: _____ Title: _____

Employee name
(print)

/ (signature)
/

Employee name
(print)

/ (signature)
/

(Continue recording signatures on a separate sheet of paper)

Employee Quiz is provided on last page. Answers are: 1. (a), 2. (c), 3. (c), 4. (d), 5. (b)



Employee Quiz

Topic: Lockout/Tagout

Employee Name: _____

Circle the correct answer below.

1. Before shutting down the machine, you should:
 - a. Prepare for shutdown
 - b. Disconnect or isolate the machine from its energy source(s)
 - c. Apply the lockout or tagout device to the energy-isolating device
 - d. All of the above
2. Which of the following characteristics should lockout/tagout equipment devices possess?
 - a. Fragile and easily removable
 - b. Difficult to identify and tamper-proof
 - c. Durable, easily identifiable and resistant to removal or tampering
 - d. Cheap and readily available
3. What should be included in a lockout/tagout procedure?
 - a. A list of maintenance personnel responsible for the procedure
 - b. Detailed information on the history of the machine
 - c. Proper sequence of steps, identification of energy sources and communication channels
 - d. All of the above
4. What should be included in the lockout/tagout auditing documentation?
 - a. Procedures that were carried out
 - b. Names of involved personnel
 - c. Dates and times
 - d. All of the above
5. If you were not the worker who locked or tagged out a piece of equipment, it is okay to start it or attempt to operate it.
 - a. True
 - b. False

Training record: Date: _____ Jobsite/Facility: _____
Trainer: _____ Title: _____