



The Dos and Don'ts

** An Educational Guide for Safer Maintenance and Servicing*

1. LOTO Dos

Do verify all energy sources before beginning work

- Identify every form of hazardous energy: electrical, mechanical, hydraulic, pneumatic, chemical, thermal, and gravity.
- Use the equipment's energy control procedure, not memory or assumptions.
- Do use the correct lockout devices and tags
- Apply locks, hasps, valve covers, breaker devices, and tags designed for the specific equipment.
- Ensure that each authorized employee uses their own lock and tag.

Do perform a full shutdown using the proper sequence

- Follow the manufacturers or facility specific shutdown steps.
- Communicate with affected employees before starting.

Do release or restrain all stored energy

- Block mechanical parts, discharge capacitors, secure moving components, etc.
- Confirm zero energy state using test instruments when appropriate.

Do verify isolation before starting work

- Attempt to start the equipment using normal controls.
- Confirm no movement, no pressure, and no electrical activity.



Do maintain clear communication

- Notify affected employees when equipment is locked out and when it will be restored.
- Use standardized tags with legible names, dates, and reasons for lockout.

Do follow group lockout procedures when multiple people are involved

- Use a group lockbox or hasp.
- Ensure every worker applies and removes their own lock.

2. LOTO Don'ts

Don't rely on tags alone

- Tags are warnings, not physical restraints.
- Never treat a tagout as equivalent to a lockout unless allowed by regulation and procedure.

Don't use someone else's lock or key

- Each lock must be uniquely keyed and assigned to one person.
- Never remove another employee lock without following the facility's formal removal process.

Don't assume equipment is safe because it "looks off"

- Internal energy can remain even when controls appear inactive.
- Always test for zero energy.

Don't bypass, modify, or improvise lockout devices

- No tape, wire, or makeshift tools.
- Only approved devices ensure compliance and safety.



Don't restore power without authorization

- Never energize equipment until all locks and tags are removed by their owners.
- Confirm that all personnel are clear of the area.

Don't rush the process

- Shortcuts lead to injuries.
- Follow the full procedure every time, even for "quick" tasks.

About ECPL: Your Partner in Safer Workplaces

Strong lockout/tagout programs depend on clear communication, reliable identification, and consistent training. ECPL supports organizations by providing durable, compliant lockout/tagout placards, tags, and visual safety systems that make procedures easier to follow and harder to overlook. Our products are built to withstand industrial environments and designed to help teams stay aligned, informed, and protected.

If your facility is updating procedures, standardizing equipment labeling, or strengthening safety culture, ECPL offers practical tools and educational resources to support your program. We're committed to helping you create a safer, more compliant workplace. One clear message at a time.