



## Basic Lockout/Tagout (LOTO) Checklist

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\* A quick, educational guide to help you identify gaps in your hazardous energy control process.

### **What is Lockout/Tagout?**

Lockout/Tagout (LOTO for short), is one of the most important practices in the industrial environment. Facilities should follow the 1910.147 OSHA standard to establish an energy control power lockout system. LOTO protects the safety of workers from unexpected startups or accidental release of hazardous energy during cleaning, maintenance, or service. Even the smallest movement can cause serious harm. Lockout/Tagout exists to prevent risk entirely and to protect the safety of workers.

Lockout/Tagout exists to keep workers safe by making sure machines are completely shut off, isolated from all energy sources, and unable to start up while someone is servicing or repairing them. It prevents accidental energization, unexpected movement, and serious injuries by requiring each worker to apply their own lock and tag before beginning work.

For more information about what Lockout/Tagout is, check out our guide to “What is Lockout/Tagout?” This is located on the resource in the learning center tab of [www.lockoutsigns.com](http://www.lockoutsigns.com)

Let’s get started on how you should start the LOTO shutdown procedure:

### **1. Preparation**

- Have you identified all energy sources for this machine or system?
- Do you have a written machine specific procedure?
- Is the procedure accessible and up to date?
- Are authorized employees trained and competent to perform LOTO?



## **2. Shutdown & Isolation**

- Is the equipment properly shut down following the manufacturers or facility procedure?
- Have all primary and secondary energy sources been isolated (electrical, hydraulic, pneumatic, mechanical, thermal, chemical, etc.)?
- Are valves, breakers, and switches clearly labeled and identifiable?

## **3. Apply Lockout/Tagout Devices**

- Are locks and tags applied to every energy isolating device?
- Are locks individually assigned and not shared?
- Are tags legible, durable, and properly completed (name, date, reason)?
- Are group lockout procedures used when multiple people are involved?

## **4. Verification**

- Has stored or residual energy been released, blocked, or restrained?
- Has the equipment been tested to verify zero energy before work begins?
- Do employees understand not rely on tags alone for protection?

## **5. Performing the Work**

- Are only authorized employees performing tasks under LOTO?
- Are affected employees aware that the equipment is locked out?
- Is the work area kept controlled and communicated clearly?



## **6. Restoring Equipment to Service**

- Has the work been fully completed and tools removed?
- Are guards, panels, and safety devices reinstalled?
- Have all employees been cleared from the area?
- Are locks and tags removed by the person who applied them?
- Is the equipment tested safely before returning to normal operation?

*\* If you missed any steps...*

That's exactly why this checklist exists.

LOTO is only effective when every step is clear, consistent, and documented.

If you find gaps in procedures, placards, training, or device identification, contact us.

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