

# Lock-out/Tag-out Directions



- 1. Identify the equipment:** Determine which equipment should be locked out and tagged before performing maintenance or repairs.
- 2. Notify employees:** Inform all employees who may be affected by the lockout/tagout procedure that maintenance or repair work will be performed.
- 3. Shut off power:** Turn off the power to the equipment using the appropriate controls. Make sure to follow all standard procedures for turning off the equipment.
- 4. De-energize the equipment:** Remove or isolate any residual energy from the equipment. This includes any stored energy such as pressure, heat, or an electrical charge.
- 5. Lock and tag:** Attach a lock and tag to the energy isolating device(s), preventing the equipment from being turned on until the maintenance or repair work is completed.
- 6. Verify isolation:** Check that the equipment is properly isolated by attempting to start it. If it doesn't start, the isolation has been successful.
- 7. Perform maintenance or repair:** Perform the required maintenance or repair work. Remember to follow all standard procedures.
- 8. Remove locks and tags:** Once the work is finished, remove the locks and tags. Make sure that all employees are clear of the equipment.
- 9. Re-energize the equipment:** Turn the power back on and check that the equipment is working properly.
- 10. Verify equipment safety:** Check that the equipment is safe to use before allowing any employees to continue working on or near it.