

Safety Talk: Lockout / Tagout



PRESENTED BY:

MEETING START TIME:

DATE OF MEETING:

DATE OF MEETING:

KEEP THE CONVERSATION GOING WITH A SAFETY TALK QUESTION:

Do we currently each have individual locks and adequate equipment to lockout equipment we are working on?

Background/Importance

Lockout/Tagout (LOTO) is a safety procedure to help ensure that dangerous machines and energy sources are properly shut off and not restarted before maintenance or service is complete. The process includes the following:

- **Disabling** equipment or machinery
- **Isolating** it from energy sources
- **Securing** it with locks and tags
- **Communicating** clearly about the work being done

Hazards and Common Issues

Construction sites are full of potential energy hazards—electrical, hydraulic, mechanical and more. Without proper LOTO procedures, workers are exposed to the following risks:

- Electric shock
- Burns
- Crushing injuries
- Unexpected equipment startup

LOTO procedures help **prevent accidental energization** and protect workers from hazardous energy releases.

Safety Controls

Types of Energy Sources on Site

- **Kinetic:** Electrical, thermal, radiant, sound, hydraulic
- **Potential:** Chemical, suspended loads, pressurized systems, magnetic, mechanical

Implementing LOTO on Site

1. Risk Assessment

- Identify all energy sources.
- Develop isolation procedures for each source.

2. Use of Isolating Devices

- Examples include circuit breakers, disconnect switches and line valves.

3. Group Lockout

- Coordinate when multiple trades are involved.
- Use group lock boxes and maintain clear communication.

Training and Awareness

- Include LOTO procedures in **new hire orientation**.
- Conduct **regular refresher training**.
- Reinforce awareness through **signage and safety meetings**.
- Ensure all personnel understand **OSHA requirements** and site-specific procedures.

Worker Comments / Feedback:

To be signed by all employees, contract workers, clients and others who participated in the safety talk prior to commencing work.

Signatures:

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