**TBT-Seven step process-**[**Lockout**](http://safetytoolboxtopics.com/LOTO/importance-of-preparing-for-lockouttagout.html)**/**[**Tag out**](http://safetytoolboxtopics.com/LOTO/importance-of-preparing-for-lockouttagout.html)



Lockout/Tagout is more than just putting a yellow lock on the main electrical disconnect to a machine or part of a machine. There are 7 very important steps you must do when putting Lockout/Tagout in place:

SEVEN STEPS FOR SHUTDOWN

1. NOTIFY – Notify all affected employees that you are going to be conducting a lockout/tagout.
2. PREPARE – Before you begin, be sure you know all the types of energy involved, hazards presented by energy, and how to control the energy.
3. SHUTDOWN – Turn off machine or equipment.
4. ISOLATE - Isolate machine or equipment from its energy source(s). (For example, turn off main circuit breaker.)
5. LOCKOUT – apply your lock. Be sure that it holds the isolating device in the “off” or “safe” position.
6. RELEASE - Release stored energy. Relieve, disconnect, restrain, block, or otherwise ensure, that all energy sources – electrical, mechanical, hydraulic, compressed, etc. – are de-energized.
7. VERIFY – Try the on-off switch or other controls to be sure the machine won’t start. Return the switch to the “off” position.

YOUR LOCKOUT IS COMPLETE

**SAFETY TRAINING CERTIFICATION FORM**

**Toolbox Topic Covered:** Lockout/Tag outStandard–Importance of LOTO

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Training led by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PRINT NAME** **SIGNATURE**

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