



Company \_\_\_\_\_ Job Name \_\_\_\_\_ Date \_\_\_\_\_

Weekly Tool Box Talk: **Machine Safety – Lockout/ Tag Out**

All employees should be familiar with lockout/tag out procedures and review these procedures periodically. These procedures must be followed during the servicing or maintenance of machines, to avoid the "unexpected energization or start up of the machinery or equipment, or the release of *stored* energy, which could cause injury to employees."

**The following SIX STEPS are a review of basic steps for safely de-energizing equipment. :**

1. Notify all "affected employees" that the equipment will be shut down.
2. Shut down the equipment by normal stopping procedures.
3. "Isolate" all the equipment's energy sources.
4. Lock out and/or tag out the energy isolating devices with assigned, individual locks.
5. Release or restrain any *stored* energy by grounding, blocking, bleeding down, etc.
6. Assure that no personnel are exposed, then *test* the equipment to assure that it will not operate.

**Restoring Equipment to Service:**

1. Check to Assure that all employees have been safely positioned or removed from the area.
2. Verify that equipment controls are in neutral.
3. Remove lockout devices and/or tags and re-energize the machine or equipment.
4. Notify affected employees that servicing is complete and the equipment is ready for use.

According to the latest statistics, every ten minutes, two people are killed and hundreds suffer disabling injuries from accidents on the job. DON'T BE A STATISTIC! Know what part you play in the Lockout/Tag out Program.

\* 29 CFR 1910.147 describes federal requirements and exempted operations.

Safety Recommendations: \_\_\_\_\_

Job Specific Topics: \_\_\_\_\_

M.S.D.S. Reviewed: \_\_\_\_\_

Attended By: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_