



**TOPIC:** LOCKOUT TAGOUT

**PRESENTED BY:**

**DATE:**

**DURATION:**

## PURPOSE

Ensure employees understand how hazardous energy is controlled and where to find LOTO equipment and procedures.

## KEY POINTS

- Purpose of Lockout/Tagout and why it is critical for preventing injuries.
- Location of the Lockout/Tagout kits on site.
- What a Lockout/Tagout kit typically contains (locks, tags, hasps, etc.).
- Where Lockout/Tagout procedures and the LOTO program are located.
- What machine guards are and how they help protect employees.

## COMMON HAZARDS

- Unexpected startup of equipment during maintenance or cleaning.
- Failure to isolate all energy sources (electrical, hydraulic, pneumatic, etc.).
- Missing or removed machine guards.
- Using equipment that has not been properly locked and tagged out.

## SAFE PRACTICES & PROCEDURES

- Always follow facility-specific Lockout/Tagout procedures before servicing equipment.
- Use only authorized locks and tags from the LOTO kit.
- Verify zero energy before beginning work.
- Never remove someone else's lock or tag.
- Ensure machine guards are in place and functioning before operating equipment.



## WRAP UP QUESTIONS

- Questions about Lockout/Tagout procedures or equipment locations?
- Does everyone know where the LOTO kits and written procedures are kept?
- Confirm: “Has everyone completed this month’s training?”

## SIGN IN SHEET

