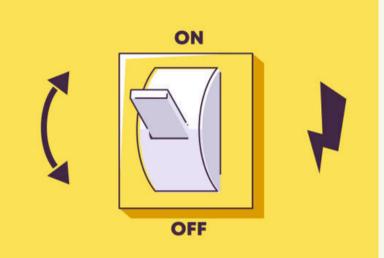


# WEEKLY SAFETY TOPICS LOTO PROCEDURES



### **9 STEP PROCEDURE**

- 1. Notify all affected employees about the required lockout
- 2. Shut down equipment using the normal stopping procedure
- 3. Locate and isolate equipment from all energy sources
- 4. Release any stored energy
- 5. Place a lockout device and/or lock on all energy sources with assigned locks and tags
- 6. After ensuring that no personnel are exposed, attempt to start the equipment using the operator controls to make sure the equipment won't start --return equipment to "OFF" state after test
- 7. Begin necessary repairs or maintenance on the equipment
- 8. Remove all locks and lockout device in reverse order
- 9. Once work is completed, notify all employees

#### YOUR LIFE DEPENDS ON IT

Take the time to learn how to lockout/tagout and avoid unnecessary risks.

Equipment specific written procedures can prevent 50,000 injuries each year. Shown below are the steps to complete a safe lockout tagout procedure.

Procedure templates are avaialble from EH&S https://ehs.ucr.edu/safety#lockouttagout



#### FOR MORE INFORMATION...

Visit Cal-OSHA's website for more in-depth information. Scan QR-code or go to: https://www.dir.ca.gov/dosh/et ools/08-003/index.htm



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