Lockout/Tagout

Do's and Don'ts

Exercise

Directions: Next to each statement, write either "DO" or "DON'T" based on whether the statement follows proper lockout/tagout procedures.

1. Use the same lockout/tagout procedure for each machine.
2. Attach either a lock or a tag, but not both.
3. Authorized employees should try to turn on the machine after draining the energy.
4. Remove a tag if it is currently the date listed on the tag.
5. Remove a lock if you are assisting the authorized employee who applied it.
6. Use lockout/tagout on machines with a single energy source.
7. Use lockout/tagout when shutting down a machine for the weekend.
8. Leave your work area when an authorized employee tells you to do so.
9. If it delays work by more than 30 minutes, you can bypass certain steps of lockout/tagout.
10. Get retrained on lockout/tagout when a new machine is added to your work area.