

## Lockout/Tagout

### Lockout/Tagout Procedure

### Demonstration

On a piece of equipment in your workplace, demonstrate the proper lockout/tagout procedure. Have the employees help with the procedure.

First, review the written lockout/tagout procedure for this piece of equipment. Then, follow the steps below.

1. Inform affected employees.
2. Locate energy sources.
3. Shutdown equipment.
4. Isolate equipment from energy source.
5. Apply locks and tags.
6. Release stored energy.
7. Verify isolation of equipment from energy source and release of stored energy.

#### Target Audience

Authorized employees

#### Preparation time

None

#### Training Time

15-30 minutes, depending on equipment

#### Materials required

The equipment to be locked/tagged out, copies of its procedure, appropriate isolating devices, locking devices, and tags.

