

# 6 STEPS TO LOCKOUT/TAGOUT



## 1. PREPARE FOR SHUTDOWN

Review energy type, hazards & how to control the energy. Notify affected workers.



## 2. SHUTDOWN

Follow the company and/or manufacturer guidelines for shutting down the equipment/machinery in a safe and orderly manner.



## 3. ISOLATION

De-energize and render inoperative. Transmission or release of energy must be physically prevented.



## 4. LOCKOUT / TAGOUT

Place lockout devices (physical locks) on energy isolation devices. Provide prominent warnings with tagout devices (LOTO tags).



## 5. RELEASE STORED ENERGY

Ensure that any residual or stored energy left in machinery or equipment is released.



## 6. VERIFY ISOLATION

Verify that "zero energy state" (ZES) has been accomplished before work on the machine/equipment begins.