

## DTM Lockout/Tagout Procedures

### Responsibilities:

Each worker is responsible for his or her own safety. Never undertake a task that you feel is unsafe.

All workers are responsible for recognizing when LOTO is being used, the general reasons for LOTO, and the importance of not tampering with or removing a lock and tag.

### LOCKOUT Procedure – General Steps

In general terms, a quality Lock-Out Procedure will include the following six basic steps:

1. **Identify** – the machinery, equipment, systems, pipes etc. that work will be performed. (Check with the contact of the company you are working for or his representative to lock out unfamiliar equipment.)
2. **Shut off** – the equipment, system etc and ensure ALL moving parts come to a complete stop.
3. **Deactivate** – the main energy- isolating device for EACH source of energy.
4. **Lockout** – with a personal lock. Attach you personal lock to the energy-isolating device for each source of energy. ENSURE that all parts and attachment are impossible to be started or moved due to the release of energy.
5. **Tagout** – attach the tag to the energy isolating device to communicate the equipment status to others. (This should include Name of lock owner, reason for lockout and date)
6. **Try** – before attempting to begin work on the equipment, ensure all others are clear of the area and 'try' the lockout to make certain that the energy source(s) have been effectively locked out.



Upon completion of the task, ensure all locks are removed and each energy isolating device is returned to its original position, unless otherwise directed.