

## ***Lockout/Tagout Procedure (LOTO)***

### **Steps for Lockout/Tagout Procedure**

Follow these steps for LOTO procedure to prevent possible injuries or machine damage.

- 1. Prepare for Shutdown/Shutdown**
- 2. Notify Employees**
- 3. Identify Procedures and Hazards**
- 4. Isolate Equipment**
- 5. Apply Lockout/Tagout Devices**
- 6. Check Energy**
- 7. Verify Isolation**
- 8. Turn Off Controls**
- 9. Return to Service**

Once all items and employees have been removed from the site, set the controls to “neutral” and remove any LOTO devices. Once removed, you can return the machine or equipment to service.