

Lockout/Tagout Toolbox Talk

A ready-to-run 5-minute crew talk · Control of Hazardous Energy · OSHA 29 CFR 1910.147

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How to run this talk (5 minutes): Gather the crew before anyone services, repairs, or clears a machine. Read each talking point aloud, then ask the discussion questions and let the crew answer. Close with the one rule, point out where your written energy-control procedures and lockout devices are kept, and pass the sign-in sheet on page 2. This is an awareness refresher — it does **not** replace the formal lockout/tagout training and written procedures your employer must provide.

What Lockout/Tagout Is — and Why

- **The idea is simple:** disable a machine while it's serviced by isolating it from its energy source so it can't injure anyone working on or around it. Many injuries happen when one person is servicing equipment and **someone else turns the power back on.**
- **Lockout** shuts off and physically secures the energy-isolation device (switch box, breaker, valve). **Tagout** tells others what work is being done and who's doing it.
- **A tag is a warning device, not a restraint.** Use lockout when the device can be locked; if it can't — or the employer has demonstrated full protection under 1910.147(c)(3) — use the employer's compliant tagout system, with additional protective measures as required.
- Apply the energy-control procedure during servicing or maintenance — repair, setup, cleaning, lubricating, unjamming — whenever unexpected energization, startup, or stored-energy release could cause injury. Use an exception (minor servicing, cord-and-plug) only when every condition is met.

Who's Allowed — Authorized vs. Affected

- **Authorized employees** install and remove locks/tags. They're trained to recognize each hazardous energy source and the type and amount of energy involved.
- **Affected employees** work on or around the equipment. They must be **informed** whenever LOTO work is happening in their area — but they are **never** permitted to restart or re-energize a locked-out machine.
- **Use only assigned lockout devices.** Your employer provides them; they're marked for LOTO only, durable, hard to remove, and **not shared**. Never grab a padlock from a locker or toolbox to lock out a panel.

Isolate, Dissipate Stored Energy & Verify

- **Notify** the affected people first, then lock and tag every energy source using the devices designed for those breakers, panels, and valves.
- **Energy has two states: active** (in use, like electricity turning a motor) and **stored** (waiting — a charged battery or capacitor, spring tension, or trapped pressure). Stored energy can still hurt you after the switch is off.
- **Control stored/residual energy exactly as the equipment-specific procedure directs:** relieve pressure, install specified blinds, discharge or restrain springs, and block parts that could move. Keep verifying if energy can reaccumulate. **Never test or ground electrical conductors yourself** — that's qualified-person work under the electrical-safety program.
- **Verify effective isolation/deenergization** using the machine-specific procedure. If it calls for trying the normal controls, first make sure no one is exposed, then return the controls to off/neutral. Where workers will be exposed to electrical circuit parts, a **qualified person** must verify with properly rated test equipment.

Special Situations & Arc Flash

- **Shift change:** follow the employer's specific shift-change procedure — it must provide an orderly transfer and continuous LOTO protection. Incoming workers locking on before outgoing workers remove theirs is one common method. **Linked/multiple equipment or a system that must stay on: stop and consult your supervisor.**
- **Group lockout:** use a device that accepts multiple locks — **each authorized worker affixes their own lock and tag.**
- **Arc flash** is essentially an explosion — heat, pressure, molten metal — **at low or high voltage;** even 120/208-volt systems can be fatal. This talk does **not** authorize electrical work (1910 Subpart S / NFPA 70E). **Heed arc-flash labels; involve qualified persons.**

Removing Locks — Release Procedures

- Remove tools and materials, clear affected employees, and confirm the machine is ready (no load on circuits). **Each employee removes their own lock and tag — personally.**
- If the employee who applied a device is unavailable, it may be removed **only** under the employer's documented removal procedure and direction: verify they're absent, make all reasonable efforts to contact them, and make sure they know before they resume work at the facility. Before restoring energy, inspect the machine, clear tools and people, and notify affected employees; temporary energization for testing follows the specific sequence in 1910.147(f)(1).

Discussion — Ask the Crew

1. Name a job on *our* machines where LOTO must go on before you reach in — and which energy source you'd isolate.
2. What's the difference between an authorized and an affected employee — and which are you for this equipment?
3. After the switch is locked off, what stored energy could still be in our equipment — and how would you verify it's gone?
4. If you finished your part but a coworker's lock is still on the machine, can you remove it? Why or why not?

The one rule to remember today: Lock it, tag it, control the stored energy, and verify the isolation before you reach in — and only the person who put a lock on takes it off. If a machine could start on its own or someone else could turn it on, it isn't safe to work on yet.

This talk is a refresher, not certification. OSHA 29 CFR 1910.147 requires an energy-control program with effective, documented procedures (narrow exception aside), trained employees, and periodic inspections. The **Lockout/Tagout Training Kit** adds the full video (available in English or Spanish), quiz & answer key, certificates, and sign-in sheets — reusable for every new hire. [SafetyVideos.com/Lockout_Tagout_Video_p/20.htm](https://www.safetyvideos.com/Lockout_Tagout_Video_p/20.htm)

Date

Location / Facility

Presented by

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By signing above, each attendee acknowledges they participated in this lockout/tagout toolbox talk on the date shown. Retain this sheet with your training records. **Note:** attendance at a toolbox talk is not lockout/tagout training or authorization — keep it with, not in place of, each worker's formal training records under OSHA 29 CFR 1910.147.