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I. Simple Lockout/Tagout Procedure

1. Determine all possible sources of electrical supply to the specific equipment. (Check all up-to-date drawings, diagrams, and ID tags). Then, notify affected employees that LOTO will be implemented.
2. Properly interrupt the load current and open the disconnecting device for each source. Relieve all stored energy, and if possible, verify that energy source is fully disconnected.
3. Lockout all disconnecting means with lockout/tagout devices.
4. Attempt to operate the disconnecting means to verify it has been locked out.
5. Verify voltage tester is working properly. Test for voltage. Verify voltage tester is still working properly. If required, install safety grounds.
6. Complete the job task.
7. Verify that task is finished. Remove all equipment, tools, and unused materials from work area.
8. Notify all personnel involved that the lockout is complete and that electrical supply is being restored.
9. Recheck equipment to confirm repairs are complete.
10. Remove your lockout/tagout devices.
11. Notify the equipment operator/owner that the equipment is ready to be returned to normal operation.
12. Return the disconnecting means to normal (closed) condition.

JOB COMPLETE

II. Complex Lockout/Tagout Procedure

Note. A complex LOTO occurs if one or more of the following conditions exists:

- a. Multiple energy sources
- b. Multiple crews
- c. Multiple crafts
- d. Multiple locations
- e. Multiple employers
- f. Multiple disconnecting means
- g. Particular sequences
- h. A job task that continues for more than one work period.

Complex LOTO procedures require a written plan of execution. This plan must identify the Person in Charge and must be reviewed by all workers. The Person in Charge is responsible for safe execution of the plan, and must be present at the procedure location.

1. Person in charge prepares written plan of execution. This plan must identify the person in charge and be reviewed by all workers involved.
2. Identify the method to account for all persons who might be exposed to electrical hazards in the course of LOTO. The employees must understand how the energy will be controlled and which hazards they will be exposed to.
 - a. Each individual can install his or her own lockout/tagout devices.
 - b. The person in charge can lock his/her key in a lock box.
 - c. The person in charge can maintain a sign-in/sign-out log for all personnel.
 - d. Similar equally effective methodology.
3. The qualified employee (wearing correct PPE) will de-energize and disconnect the electric supply, and relieve all stored energy. Verify that all sources of energy are disconnected.
4. Person in charge installs locks/tags or directs the installation by individuals.
5. Attempt to operate the disconnecting means to verify it has been locked out.
6. Verify voltage tester is working properly. Test for voltage. Verify voltage tester is still working properly. If required, install safety grounds.
7. Complete the job task.
8. Verify that task is finished. Remove all equipment, tools, and unused materials from the work area.
9. Recheck equipment to confirm any repairs are complete.
10. Account for whereabouts of all personnel and be sure they are clear of potential hazards.
11. The person in charge can remove locks/tags or direct their removal by the authorized employee(s) that applied the devices.
12. Notify the equipment operator/owner that the equipment is ready to be returned to normal operation.
13. Return the disconnecting means to normal (closed) condition.

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