SAFEBASE TOOLBOX TALK

LOCKOUT TAGOUT TOOLBOX TALK

Prevent unexpected energisation, movement and release of hazardous energy.

8–10 MINUTES

OBJECTIVE

Safely isolate electrical, mechanical, hydraulic, pneumatic, thermal, chemical and stored energy during maintenance, cleaning, adjustment and inspection work, and prevent unexpected start-up or hazardous energy release.

TOPIC EXPLANATION

- LOTO is not limited to switching off electrical power. Every energy source must be identified, isolated at the correct point, locked, tagged and relieved of stored energy before work begins.
- Each worker must use an individual personal lock. Working under another person's lock or relying only on a group lock creates a serious loss of control. A personal lock should only be removed by its owner under the approved procedure.
- Zero-energy status must be verified after isolation. Try-start testing, electrical testing, pressure release and securing moving parts must be completed before anyone enters the danger zone.

REALISTIC SITE SCENARIO

- A maintenance team switched off the main electrical isolator before clearing a jam, but did not isolate the pneumatic line or release residual pressure.
- While a worker reached into the equipment, the remaining pressure released and caused unexpected movement.
- The incident could have been prevented by identifying all energy sources, locking the air supply, releasing residual pressure and verifying a zero-energy condition.

REMEMBER

Switched-off equipment is not necessarily safe. Equipment is safe only when it is isolated, locked, tagged and verified at zero energy.

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Hazards, isolation steps and daily pre-work verification.

8–10 MINUTES

KEY HAZARDS

- Unidentified secondary or backup energy sources.
- Unexpected re-energisation after shutdown.
- Residual hydraulic or pneumatic pressure.
- Springs, flywheels, counterweights or raised components.
- Hot surfaces, steam or stored thermal energy.
- Unauthorised removal of another worker's lock.
- Loss of lock control during shift change.
- Workers remaining exposed during testing or commissioning.

CONTROL MEASURES

- Identify all energy sources and isolation points.
- Shut down equipment using the normal stop procedure.
- Physically isolate every hazardous energy source.
- Each worker must apply a personal lock and tag.
- Release, restrain or block all stored energy.
- Test electrical isolation with a suitable test instrument.
- Complete a try-start test to confirm no operation.
- Communicate the isolation boundary to the full team.
- Apply the approved shift-change lock-transfer procedure.
- Check the area and personnel before removing locks.

SUPERVISOR TALKING SCRIPT

Team, switching off the equipment is not enough. We will identify every energy source, including electricity, air, hydraulic pressure, heat, springs and moving parts. Each worker will apply a personal lock. We will not begin until stored energy has been released and zero energy has been verified. Any change to the isolation requires the work to stop immediately.

DISCUSSION QUESTIONS

- Have all energy sources been identified?
- Which isolation points will be locked?
- How will stored energy be released or restrained?
- Has each worker applied a personal lock?
- How will zero energy be verified?
- How will lock control transfer during shift change?

VERIFY BEFORE STARTING TODAY

- ☐ Isolation plan ready
- ☐ Energy sources identified
- ☐ Equipment shut down
- ☐ Isolation points secured
- ☐ Personal locks applied
- ☐ Tags readable
- ☐ Stored energy released
- ☐ Zero energy verified
- ☐ Try-start completed
- ☐ Team informed

ATTENDANCE AND APPROVAL

LOCKOUT TAGOUT TOOLBOX TALK

Project / Site _____ **Date** _____

Presented by _____ **Work area** _____

No	Full Name	Company / Role	Signature
1			
2			
3			
4			
5			
6			
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9			
10			
11			
12			
13			
14			

Supervisor notes / additional site instructions