



LOCK-OUT TAG-OUT TRY-OUT

Quick Reference Guide _____

1. Affected Employee notify **Authorized Employee** of need for **LO/TO/TO**

Authorized Employee:

2. Log **LO/TO/TO** on record sheet
3. Gather all **LO/TO** materials
4. Notify **Affected Employee**
5. Identify proper controls, breakers, and/or valves to be isolated
6. Shut down equipment
7. Physically isolate equipment
8. Complete **TO** (TAG-OUT)
9. Remove "stored energy"
10. TRY-OUT (**TO**) isolated equipment
11. Electrical energy isolation, verify LOCK-OUT (**LO**) with current testing device

12. **Authorized Employee** notifies **Affected Employee**
LO/TO/TO complete
13. **Authorized Employee** place keys in box. **Affected Employee** attach lock to box and keep key with them

Affected Employee:

14. Perform job task
15. Inspect equipment and job area
16. Notify **Authorized Employee** job is complete

Authorized Employee:

17. Removes **LO**
18. Notifies **Affected Employee**
LO has been removed
19. **Affected Employee** energizes equipment
20. **Authorized Employee** closes **LO**

LO/TO/TO

