

Lockout-Tagout (LOTO) Quick Start Guide

LOTO applies to the unexpected energization or start up of machines or equipment, or when the release of stored energy (electrical, hydraulic, pneumatic, chemical or gravity) could cause injury to employees.

1. Review and identify procedures that might require LOTO. ORCBS will assist departments. LOTO applies to the unexpected energization or start up of machines or equipment, or when the release of stored energy (electrical, hydraulic, pneumatic, chemical or gravity) could cause injury to employees.
2. Identify exceptions. ORCBS will assist departments.
 - Cord and plug equipment where removing plug removes all danger and plug is within sight and an arm's reach of the employee.
 - Minor tool changes and maintenance where machine guards remain in place and a worker is not in a danger area.
3. Document partial exceptions and write specific procedures. ORCBS will assist departments.
 - For partial exceptions fill out partial exemption form then follow generic lockout procedure
 - For procedures that cannot meet the partial exception a specific procedure must be written with enough detail so that a worker can safely perform the lockout.
4. Obtain Danger Tags and Lockout Devices. Department will do this. ORCBS will work with stores to identify useful lockout devices.
 - Locks need to be labeled so that all workers will know their purpose.
 - Only one key per lock for authorized employees.
 - Locks cannot be used for any other purpose than LOTO
5. Train workers and document training. ORCBS will develop and track training.
 - Others – need to know what a lockout device is and its purpose.
 - Affected Employees – need to know what to do when their equipment is locked out.
 - Authorized Employees – need to know how to perform the lockout procedures.
6. Perform annual inspections on lockout procedures. Departments will mainly do this with ORCBS oversight.
 - Inspections require an authorized employee to inspect the lockout procedure as other authorized employees perform it.
 - If deficiencies in the procedure are noted, the procedure must be modified and employees retrained.
 - If employees are unable to correctly follow the procedure they must be retrained.