

Safety Matters

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LOTO: Lockout / Tagout

Lockout/Tagout (LOTO) is a required safety procedure which includes de-energizing, and neutralizing stored energy, testing, tagging, and locking equipment to prevent someone else from accidentally re-energizing it.

LOTO is required by OSHA when performing work on any device or machinery with energy that may be unexpectedly released.

Below are listed some points that should help re-enforce previous training, but does not take the place of formal LOTO training.

You must be trained and authorized in order to perform LOTO Procedure.



Who does LOTO apply to?

Any person who performs servicing, maintenance, or modification tasks on equipment is required to properly use LOTO procedures.

This requirement applies to all energy sources including, but not limited to, electrical, chemical, mechanical, hydraulic, and pressure energies.

Each person involved in the work must have a personal lockout on the equipment, regardless of any other lockouts present. No person may remove or defeat a lockout other than their own. If you need to remove a lockout other than your own, contact a supervisor or project manager who is familiar with Emergency Lockout Removal Procedures.

LOTO Procedure:



1. Identify the energy sources and isolate them.

Prior to beginning work on any piece of equipment that could startup, move or release stored energy, all employees and contractors will lock out or de-energize all the energy sources and isolation points as identified by the employer.



2. Lock and tag.

Verification that all potential energy sources are eliminated must be made before applying the Lock and Tag.

Trades staff, employees and contractors will then lock out any valve, switch, breaker, or other control which supplies energy to the equipment. Then, they will attach a dated and signed tag that indicates the reason for the lock out. A minimum of one lock must be installed per different trade, employee and/or contractor staff working on the piece of equipment. If more personnel are asked to work on a piece of equipment, then each will apply his or her lock to the appropriate control.



3. Test the controls.

Before carrying out any further work on the equipment, the trades staff or contractor will test the equipment to ensure that it is in fact de-energized.

4. Perform the work.

Supervisors and managers must perform regular spot checks on job sites, to see if the Lock Out/Tag Out program is being followed.

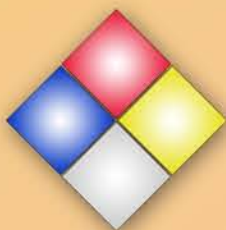
5. Remove locks and tag.

A lock and tag will only be removed by the persons who installed them. Locks will be removed only, when the persons who installed them are satisfied that it is safe to do so. The person removing the last lock will only do so when he or she is satisfied that it is safe to re-start the equipment.

No one, other than the persons who installed them, shall remove a lock out lock.



Remember... Safety Matters.



Comments and suggestions are always welcomed and encouraged.



Email Kris at kkellermeyer@nstars.com