



HIGHLANDER SAFETY TEAM

ENVIRONMENTAL HEALTH & SAFETY

WEEKLY SAFETY TOPICS

LOTO

MAINTENANCE OR REPAIR OF EQUIPMENT



COMMON ITEMS NEEDING LOTO FOR MAINTENANCE & REPAIRS

- Stationary power tools (saws, drills, etc.)
- Portable power tools
- Ride-on equipment like floor polishers
- Items with damaged electrical cords or plugs
- Equipment with guards or covers removed
- Broken hatches and gates that do not operate as expected
- Stair railings that are broken
- Damaged ladders - Fixed and portable
- Broken winches, hoists, or cranes
- Broken pallet jacks, forklifts, aerial lifts, etc.
- Anything that when not working as expected could cause injury directly or indirectly (causing you to fall off a ladders and so on)



IF EQUIPMENT IS BROKEN, DISASSEMBLED, OR GUARDS ARE REMOVED IT MUST BE BLOCKED, TAGGED, AND/OR IF POSSIBLE LOCKED OUT UNTIL IT CAN BE REPAIRED

- Never leave a broken piece of equipment unattended without isolating it with barricades or locking and tagging it out.
- Notify anyone affected that the equipment is not in service.



WHEN SERVICING AND MAINTENANCE IS COMPLETED

1. "Restore"
 - The equipment must be fully repaired and safe to operate.
 - Re-install or restore to the home location.
2. "Check"
 - Once re-installed or placed back in service a function check must be done to verify.
3. "Remove"
 - Remove all locks, tags, caution tape, barriers, etc.
4. "Notify"
 - Let all affected employees know the equipment or tool is back in service.