



HIGHLANDER SAFETY TEAM

ENVIRONMENTAL HEALTH & SAFETY

WEEKLY SAFETY TOPICS

LOTO USING LOTO



BEFORE SERVICING AND MAINTENANCE

1. "Pre-Job Briefing"
 - Brief authorized employees on the type and magnitude of the energy, the hazards involved and means to control the energy
2. "Procedural Shut-Down"
 - Follow the procedure to isolate all sources of energy.
3. "Attach LOTO Devices and locks"
 - Place locks and tags on all energy isolation points.
5. "Release"
 - Release any stored or potential energy safely.
6. "Verify"

Check that equipment to ensure all energy has been disipated.



TAKING EQUIPMENT OUT OF SERVICE FOR MAINTENANCE REQUIRES...

A formal process that includes:

- Properly trained personnel
- Procedure to isolate the energy sources and verify
- Required Lockout devices and locks
- Tags with contact information
- Notification to all affected persons



WHEN SERVICING AND MAINTENANCE IS COMPLETED

1. "All Clear"
 - Each worker must indicate they are no longer working on the equipment
2. "Check"
 - Inspect the workplace to make sure it is clear of potential danger and all tools are removed
3. "Remove"
 - Personal LOTO devices and then notify employees that the LOTO devices have been removed
4. "Re-energize"
 - LOTO responsible person must verify it is safe to re-energize the equipment. equipment