

WEEKLY SAFETY TOPICS LOTO FACT SHEET



WHAT CAN YOU DO?

- Make sure you receive training and understand your employer's LOTO program
- The program should include
 - Knowing the hazardous energy sources for each machine (power supplies, stored energy, hydraulic systems)
 - Controlling hazardous energy sources by performing necessary actions to de-energize machinery/prevent the release of stored energy
 - Shut down equipment
 - Close/drain valves and switches
 - Block movable parts
 - Inserting blank flanges
 - Applying personal locks and tags
 - Test and check that the hazardous energy has been controlled
 - Safely restoring equipment



WHAT IS LOTO? LOCKOUT/TAGOUT

Lockout means placing a physical locking device on equipment so it cannot operate. *Tagout* means placing a visible tag on a machine to prohibit use.

HOW DO INJURIES HAPPEN?

Common ways to get injured includes: Not fully de-energizing sources, missing an energy source, andnd not actually locking out. Follow specified procedures to minimize injuries.

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DANGER	DANGER
DO NOT	This energy source has been LOCKED OUT !
OPERATE This lock/tag may only be removed by:	Only the individual who signed the reverse side may remove this lock/tag Remarks:
only be removed by:	
Dept:	
Expected Completion	

WARNINGS

- Turning off the switch is <u>NOT</u> the same as locking out the energy source
- There are many types of hazardous energy sources that can cause sudden movement of machines such as gravity, springs, steam, and pressure
- If equipment requires clearing or adjustment with the power on, there must be a specific procedure. Contact EH&S for help.

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