

LOTO AWARENESS

Refresher



This refresher covers basic concepts of lockout and tagout (LOTO).

You will NOT be trained in performing specific lockout/tagout procedures.

Lockout/Tagout = LOTO

➤ OSHA-required program

➤ Safeguards you from:

- unexpected energization
- unexpected startup
- release of hazardous energy



During:

- service and maintenance
- installation and set-up
- other activities

➤ Training is required



LOTO is an OSHA-required program for all businesses where risk of injury exists during machine service and maintenance, installation and set-up, adjustment and other activities.

LOTO was created to ensure that machine operators and maintenance personnel are protected from:

- unexpected energization
- unexpected startup of equipment
- as well as unexpected release of hazardous energy

The LOTO standard has specific training requirements for all employees in a machine shop. Written records of training must be kept.

Authorized vs. Affected

Authorized employees

- Specially trained in LOTO procedures
- Assigned LOTO lock and tag
- **Allowed** to lockout a piece of equipment
- **Allowed** to restart a locked out machine

Affected employees

- No LOTO responsibilities
- Must recognize when LOTO is in progress
- **Not allowed** to remove locks and tags
- **Not allowed** to bypass locks and tags



This slide shows the differences between “authorized” and “affected” employees.

Unless you are further trained by your employer, you will be an “affected” employee.

This means:

- You do not have LOTO responsibilities.
- You must be able to recognize when LOTO is in progress.
- You are not allowed to remove or bypass locks and tags.

LOTO hardware



LOTO is accomplished using several pieces of hardware: locks, tags and locking devices.

- The lock can only have 1 key.
- The tag must be signed by the employee trained and authorized to use it.
- Locking devices are designed specifically for the items to be locked: switches, valves, electrical plugs, etc.

Lockable Disconnects

- In plain view from your workstation
- One for each energy source
- Types of disconnects:
 - Switches
 - Levers
 - Plugs
 - Other



Each piece of machinery that can be locked out has one or more lockable disconnects. These should be:

- In plain view from your workstation.
- Present for each source of energy powering the machine

There are different types of lockable disconnects including:

- Switches
- Levers
- Plugs
- Other (depending on the machine)

Locked Disconnects



Here are more examples of locked disconnects on:

- Electrical panel
- Machines
- Electrical plug
- Liquid or gas conduit

What sources of energy are controlled by these disconnects?

When you encounter a locked machine

- Dos and Don'ts – rules in our shop
- If you notice that a disconnect was missed during machine lockout – **Speak up!**



You should never operate a locked machine.

If you notice that a disconnect was missed during machine lockout – **Speak up!**

LOTO in a Machine Shop

- ✓ Written program
- ✓ Written LOTO procedures – preferably posted
- ✓ Training for employees – “affected” and “authorized”
- ✓ Records must be in writing
- ✓ You will be an “**affected**” employee
- ✓ **Never remove or bypass locks or tags!**



Every machine shop in which you will work is required by OSHA to have all of the following:

- ✓ A written LOTO program
- ✓ Written LOTO procedures for each type of machine – preferably posted
- ✓ Training for employees
- ✓ Records of training must be in writing
- ✓ Remember: Unless trained in specific LOTO procedures, you are an “affected” employee
- ✓ Never remove or bypass locks or tags!