



Hazardous Energy Control Procedures: Lock-out Tag-out (LOTO)

I. Purpose and Scope

Effective hazardous energy control procedures will protect employees during machine and equipment servicing and maintenance where the unexpected energization, start up or release of stored energy could occur and cause inS/24(ored)12()-4(en)er9(g)-8y)11()-4(cou)ry-6)6m)-as wachoyas w



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- C.** All LOTO devices shall indicate the identity (name and cell #) of the employee applying them.
- D.** All machines/equipment shall be locked out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. LOTO will also apply when working on or near exposed de-energized electrical circuits / parts.
- E.** No employee shall attempt to operate any switch, valve, or other energy -isolating device that has a LOTO device attached.
- F.** Each LOTO device shall only be removed by the employee who applied the device.
(*Exception: see VII. B. 2.*)

VI. LOTO Procedures and Techniques

A. Preparation for Shutdown.

1. In preparation for LOTO, an initial survey must be made to locate and identify all energy isolating devices to be certain which switch, valve, or other energy isolating devices apply to the machine / equipment to be locked out. More than one energy source (electrical, hydraulic, pneumatic, chemical, thermal, or others) may be involved.
2. Before an authorized or affected employee turns off a machine or piece of equipment, the authorized employee must have knowledge of the type and magnitude of the energy to be controlled, and the methods or means to control the energy.

B. Machine or Equipment Shutdown.

1. All affected employees shall be notified that a LOTO system is to be utilized and the reason for it, before the controls are applied.
2. If the machine or equipment is operating, shut it down by normal stopping procedure. (Depress stop button, open toggle switch, etc.).

C. Machine or Equipment Isolation.

Physically locate and operate the switch, valve, or other energy isolating devices so that the equipment is isolated from its energy sources and apply adequate hardware.

D. LOTO Device Application.

1. Authorized employees shall LOTO the energy isolating devices with assigned individual locks or tagout device.
2. LOTO devices shall be applied so that they will hold the energy isolating devices in a



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3. Maintain and record a minimum of 24-months listing of LOTO activities. District employees of the Facilities Maintenance Division shall use the Work Control U-389 6 P D U W 6 Web-Enabled spreadsheet for such recordings. Contracted business performing new construction or renovation/ remodel work by controlling access of entire portion(s) of district property [or building system(s)] may use their own LOTO procedure and record keeping that complies with specific OSHA Standards (ref. 29 CFR 1910.147) and BPS District Safety Plan (ref. Sections 24 LOTO & 25 Machine Guarding). School employees and other support function employees (i.e. applied technology teachers, auditorium manager, transportation mechanic, computer technician, etc.) shall follow this procedure and maintain site-specific records (ref. Appendix A Inspection Certificate & Appendix B Log Form). Information to record includes: school, building, equipment description, energy sources being isolated, date applied and employee key & tag number(s).

E. Stored Energy.

All stored or residual energy in rams, flywheels, springs, pneumatic, or hydraulic systems, etc. shall be blocked or dissipated. If there is a possibility of re-accumulation of stored energy, verification of isolation must be continued until servicing or maintenance is completed.

F. Verification of Isolation.

Prior to starting work on machines or equipment that have been locked and after ensuring that no personnel are exposed, the authorized employee shall operate the push button or normal operating controls to verify that the appropriate equipment or machine has been de-energized and make certain it will not operate.

CAUTION: The machine / equipment is now locked out. Servicing or maintenance may now occur.

The machine / equipment is now locked out. Servicing or maintenance may now occur.

VII. Removal of LOTO Devices

A. After the servicing and / or maintenance is completed and before the LOTO devices are removed and energy is restored, the sequence of activities.

B. If the authorized employee who applied the lock is not available, the supervisor shall take the following steps:

1. Clear the machine or equipment of tools and materials.
- 2.



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Appendix A

Periodic Inspection Certification

DATE OF INSPECTION: ____/____/____

INSPECTOR: _____

SIGNATURE: _____

Machine or equipment on which LOTO procedures were performed:

Employee(s) performing the LOTO procedures:

Employee Name (Please Print) Employee Signature

_____	_____
_____	_____
_____	_____
_____	_____

Were all the LOTO procedures performed correctly? YES NO

Comments on improper LOTO procedures being used (ex. list improper procedures being used that require retraining for the employee or modification of procedures):



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Appendix B HAZARDOUS ENERGY CONTROL PROCEDURE FORM

Name of employee(s) exposed to the hazard: _____

Machine / Equipment on which the task is being performed: _____

Servicing / Maintenance task being performed: _____

Frequency in which the employee performs the task: _____

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