



“Lockout/Tagout (LOTO)” refers to specific practices and procedures that protect employees from unexpected startup of machinery or release of hazardous energy.

OSHA estimates that compliance with the LOTO Standard saves 120 lives and prevents 50,000 injuries each year.

LOTO Is Required When:

- Servicing or maintaining energized equipment.
- Safety guards are removed or bypassed.
- Worker has to place any part of their body in the equipment’s point of operation.

Hazardous Energy Sources:

- | | |
|---------------|------------|
| ➤ Electrical | Mechanical |
| ➤ Hydraulic | Pneumatic |
| ➤ Gravity | Chemical |
| ➤ Steam | Water |
| ➤ Natural Gas | Thermal |

Potential Injuries Avoided:

- | | |
|-----------------|-----------------|
| ➤ Cuts | Entanglement |
| ➤ Bruises | Electric Shocks |
| ➤ Smashes | Electrocutions |
| ➤ Crushed Bones | Amputations |

Equipment-Specific LOTO

Procedures:

- Lists the shut down procedure for the equipment
- Lists all of the energy sources and isolating devices.
- Identifies stored potential or residual energy within the equipment.

OSHA Regulations

The Control of Hazardous Energy is covered by the Code of Federal Regulations, under 29 CFR 1910.147.



Environmental Health and Safety Training

Environmental Health and Safety conducts LOTO Training for all employees that may service or maintain equipment.

Training is required initially and if there is change in job assignment, machines or equipment, or inadequacies in knowledge.

Training schedule is posted at <http://safety.uchicago.edu>

Steps to Complete LOTO:

1. Notify employees that their equipment will be shut down.
2. Power down the equipment following its shut down procedure.
3. Close all the energy-isolating devices identified on the equipment’s specific LOTO procedure.
4. Lock and tag all energy isolating devices.
5. Dissipate or restrain stored or residual energy.
6. Verify that the equipment is completely de-energized by attempting to cycle it.
7. Equipment is now locked and tagged out!

NEVER REMOVE SOMEONE ELSE’S LOCK AND TAG!

Contact the lock owner’s immediate supervisor.

Locks can only be removed by its owner or by contacting Environmental Health and Safety