Lockout/tagout (LOTO) is a technique used to prevent energy from being released during the servicing of equipment. This is accomplished by placing locks and tags on energy isolation devices prior to starting work. LOTO is completed to ensure that the person/s servicing the equipment as well as personnel whose job it is to operate the equipment remain safe.

**TWO TYPES OF EMPLOYEES UNDER THE PROGRAM**

**Affected employee:**
- Trained to be aware of energy control procedures
- Notify maintenance of need for equipment repair requiring LOTO
- Operate machinery or equipment, but don’t perform repair requiring LOTO
- Leave all lockout/tagout devices in place
- Verify that it is safe after maintenance
- Follow safety rules

**Authorized employee:**
- Trained to perform energy control procedures
- Implement the LOTO procedures
- Perform repair and service requiring LOTO
- Apply and remove lockout/tagout
- Notify ALL employees
- Coordinate groups for lockout/tagout repair and outside personnel for lockout/tagout repair
LOTO Devices Used at Colby Include:

- Unique and readily identifiable padlocks and tags
- Various multi-lock clasps
- Value covers
- Breaker locks

As AFFECTED EMPLOYEES there are three keys to the LOTO program:

1. Recognize LOTO devices in the workplace
2. Never remove the device or attempt to operate machinery or equipment that is locked out
3. Follow the instructions of the authorized mechanic making the repairs

By the Numbers:

150-200 fatalities a year due to improper LOTO

10% of these fatalities resulted from someone else turning on the machine

100% of LOTO deaths can be prevented by developing good procedures and following protocols
**Review / Discussion Questions:**

1. Have you ever seen a LOTO device on a piece of equipment a Colby?
2. Can you describe some equipment that would periodically need to be locked out by PPD? Why?
3. Do vehicles need to be locked out during maintenance? Why/why not?

<table>
<thead>
<tr>
<th>Printed Name</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Questions, concerns or comments contact the EHS Director at extension 5504.*