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. Colby maintains a written Energy Control Program (ERP) to ensure employee safety.

**TWO TYPES OF EMPLOYEES UNDER THE PROGRAM**

**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

**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

**LOTO IS REQUIRED WHEN**

Servicing equipment includes any type of maintenance activity including the examples listed below.
- Unjamming
- Setting up
- Trouble-shooting
- Testing
- Cleaning
- Erecting
- Installing
- Constructing
- Repairing
- Adjusting
- Inspecting
Preparation for LOTO
Step #1: Notify (LOTO Coordinator)
Step #2: Survey machine/equipment
Step #3: Review the equipment-specific procedure
Step #4: Obtain the sufficient number of locks, tags, and devices to do the job.

LOTO Application
Step #1: Notify all affected employees
Step #2: Shut equipment down
Step #3: Deactivate the energy isolating device so that the machine/equipment is isolated from the energy source
Step #4: Apply the LOTO devices, using assigned locks, applicable devices, and danger tags
Step #5: Release, restrain, or dissipate stored energy
Step #6: Verify that energy isolation is complete, attempting to start the affected machinery or equipment in the normal manner.
Step #7: After testing, return all operation controls to the "neutral" or "off" positions.

Removal of LOTO
Step #1: Ensure components are operational, and employees are safely positioned
Step #2: Remove all tools and repair equipment, and ensure that all guards have been replaced
Step #4: Verify that the operating controls are in the "off" or neutral position
Step #5: Notify affected employees
Step #6: Remove all lockout and tagout devices
Step #7: Activate the energy isolation devices to restore energy.
LOTO Authorized Employees

LOTO SPECIAL CONDITIONS AT COLBY COLLEGE

1. Authorized employee who applied the LOTO has left work and the lock must be removed?
   - Notify the employee and follow the requirements of Colby’s ECP

2. Multiple people will be working on the same piece of equipment at the same time?
   - Complete a group LOTO process by using a lock box
   - Ask the LOTO Coordinator if you have questions

3. The equipment has multiple hazardous energy sources or lock out points?
   - Review the equipment specific LOTO procedure
   - Ask the LOTO Coordinator if you have questions

4. The equipment will be continue to require servicing through a shift change?
   - Departing employees must wait to remove their locks until the new shift has installed theirs
   - Locks may be left in place overnight or through the weekend

By the Numbers:

- **150-200** fatalities a year due to improper LOTO
- **80%** of these fatalities resulted when the maintenance professional failed to turn off the machine
- **100%** of LOTO deaths can be prevented by developing good procedures and following protocols
Review / Discussion Questions:
1. Have you ever reviewed the ECP? Do you know where to get a copy?
2. What equipment that you service requires a unique, equipment-specific LOTO procedure? Why?
3. Who is your LOTO Coordinator? Their backup?
4. Have you worked with a contractor on a piece of locked out equipment? What is the LOTO process?

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