

Lockout-Tagout (LOTO)

Frequently Asked Questions (FAQ)

- **When does LOTO apply?** LOTO applies whenever the employee performs service or maintenance on equipment/machinery that requires the employee to remove or bypass a guard or safety device or requires the employee to place any part of his/her body at the point of operation of the equipment/machinery.
- **When does LOTO not apply?** LOTO does not apply to cord and plug connected equipment where the cord & plug is under the control of the maintenance employee throughout the repair; hot tap operations; or when shutdown of the system is impractical.
- **What do we have to do to be in compliance with the LOTO standard?** 1) Designate employees as either “affected” or “authorized.” 2) Provide training. 3) Develop written procedures. 4) Conduct an annual inspection.
- **What is the difference between an authorized and an affected employee?** An authorized employee is one who performs LOTO in order to conduct service or maintenance on equipment/machinery while an affected employee is one who works in or around the area in which service or maintenance is being performed. An affected employee is not permitted to perform the LOTO procedure.
- **What is the difference between the initial training provided by OESO and the training provided by the department supervisor?** The training provided by OESO is a general classroom type of training whereas the training provided by the department supervisor is a machine/equipment specific, hands-on training.
- **When does an employee need to be retrained?** Any time there has been a change in job assignments, machines, equipment, or procedures or when the employee fails to properly follow LOTO procedure.
- **What does the written procedure include?** The written procedure must include; 1) a specific statement of the intended use of the procedure 2) specific steps for shutting down, isolating, blocking and securing machines/equipment to control hazardous energy 3) specific steps for placement, removal and transfer of LOTO devices 4) specific requirements for verifying the effectiveness of the LOTO devices. (See the [LOTO Procedure Template](#) link for an example.)

- **Do we need to have a written procedure for every piece of equipment we LOTO?** No, you only need to have a written procedure for each piece of equipment that involves a different process for LOTO. For instance, if all HVAC systems require the same process for LOTO, then only one written procedure is needed. However, all employees who may perform service or maintenance on the equipment/machinery need to have access to the written procedure.
- **What does the annual inspection involve?** The annual inspection involves the supervisor reviewing each authorized employees responsibilities (See the **LOTO Annual Inspection and Training Assessment Checklist** link for an example.) under the LOTO program and providing retraining as needed. This can be done in a group or on an individual basis.
- **Where do I get the written procedures?** Most Operation & Maintenance Manuals will include the LOTO procedures. However, if it is not supplied by the manufacturer, then one will need to be developed.
- **What do I need to do with the LOTO Annual Inspection and Training Assessment Checklist when I am done?** Fax it to Occupational Hygiene and Safety (OHS) at (919) 681-5916.