UNIVERSITY OF ROCHESTER ENVIRONMENTAL HEALTH & SAFETY

Policy No.: OS002	Approved by: Michael Liberty
Title: Control of Hazardous Energy (Lockout/Tag out)	Date: 10/24/19
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Appendix B: Equipment-Specific LOTO Procedure Development Form

This form is intended to be used as a tool to achieve <u>the minimum requirements</u> for an equipment-specific lockout tagout procedure. The user may create their own document and/or add additional info or steps to further identify or prove a zero-energy state has been achieved as long as it remains in compliance with the elements outlined in 29 CFR 1910.147(c)(4)(ii).

SECTION I: GENERAL INFORMATION				
	Preparer			
Date Prepared:	Information			
Campus:	Name:			
Work Unit:	Job Title:			
EIN:				
Equipment Covered by Procedure:				
Location of Equipment:				

SECTION II: SEQUENCE OF LOTO STEPS					
Step 1: Identify All Energy Sources					
EIN	Energy Source	Type & Location of Isolation Device	Control Method		

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Step 2: Notify Others (List all personnel who must be notified prior to equipment shutdown).

<u>Step 3</u>: Shutdown Equipment (*List normal stopping procedures for equipment*)

Step 4: Isolate Equipment (*List procedures for disconnecting each energy source*)

Step 5: Lockout/Tagout the Equipment (Control methods are to be noted in "Step 1" of form)

- Attach lock(s) and tag(s) to each energy isolation device.
- Ensure all tags indicate name of lock holder and date applied.

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Step 6: Release or Block Stored Energy (List procedures for dissipating stored energy)

Step 7: Verify Isolation (*List procedures for attempting restart or otherwise ensuring effectiveness of LOTO*)

Step 8: Perform Required Servicing

- During completion of work, avoid taking any action that could potentially reactivate the equipment.

Step 9: Release from Lockout/Tagout

- Remove all locks, tags, and lockout devices.
- Remove all tools from the work area.
- Replace all equipment guards.
- Notify all affected & other employees of impending energization.
- Ensure area is clear prior to restart.