

Tools for Life – Weekly Health & Safety Meeting



Home Healthy - Home Safe

Date: July 2022

Lockout/Tagout/Try Out (LOTO) AISH 15

According to OSHA LOTO procedures are estimated to prevent 120 fatalities and 50,000 injuries annually with up to 10% of industrial safety incidents believed to be related to failure to properly lock out equipment. Lockout/tagout (LOTO) is the process of preventing the release of any types of hazardous/stored energy into a system/equipment an employee is working. Hazardous/stored energy can come in many forms. Below are the different energy sources and a common (not only way) to mitigate the hazards:

- **Electrical** – Deenergize. Disconnect from power source (breaker). Verify no secondary power feed.
- **Mechanical** – Isolate. Block if gears or mechanical devices freely move.
- **Hydraulic** – Bleed down hydraulic lines. Use physical blocks to keep from hydraulic systems from slowly bleeding down over time creating a hazard.
- **Pneumatic** – Isolate from air source. Block to keep into place if needed.
- **Chemical** – Blind flanges and isolation points. Physically disconnecting from the system is good, however you want to keep a blind flange on to prevent accident release of any residual chemical.
- **Thermal** – Isolate from thermal source. Double block and bleed if it is a steam system.

HEALTHY OR SAFETY REMINDER: In 2019 LOTO placed fourth in OSHA's Top 10 Most Cited Violations.

Hazardous/stored energy can unpredictable, and it presents risks when handled improperly. To prevent accidents and injury from the release of hazardous/stored energy, employees need to be trained (not just the LOTO awareness in the orientation) in Lockout/Tagout procedures (such as AISH 15 Lock and Tag).

- Identify the equipment that needs to be shut down and all its energy sources.
- Determine if there is any hazardous energy stored that could be released. This process can be done through walking down the system or looking at prints of the system. Systems should be assumed dangerous until proven not.
- Work with the controlling organization (owners) to properly shut down equipment.
 - Apollo does not shut off systems or turn valves, it is up to the owner to do so first. We can overlock once a system has been locked out. Notify any affected workers or other workers in the area.
- Apply locks and tags to the isolation points so accidental release of hazardous energy cannot occur.
 - Tags need to be "DANGER" lock out tag out tags and should have Company Name, Employee Name and Number to be reached.
- TRY OUT - test to see if equipment is properly locked out and will not allow a hazardous energy release.
- At the end of shift, or when work is complete remove locks/tags and notify all affected directly related to the LOTO work as well as workers in the area.
 - No one can remove other employees lock or be in possession of another employees lock key.
 - Locks should be removed daily. If a system is potentially dangerous to leave unlocked, notify your supervisor so he or she may keep a supervisor lock on it overnight.
 - In emergency situations, ONLY Supervisory personnel may remove a personal LOTO lock/tag. (Follow the process outlined in AISH 15)

Discussion Points/Quiz Questions:

1. What are the possible hazardous energy sources?
2. Who is authorized to perform LOTO work?
3. Who is authorized to remove employees LOTO lock?

LOCKOUT - TAGOUT FOR SAFETY

LOCKOUT TAGOUT PRODUCTS INCREASE EFFICIENCY AND SAFETY LEVELS ARE USED IN CREATING A SAFER WORKER ENVIRONMENT

1. Identify

the types of energy sources used, potential hazards, and all control devices.

2. Notify

all affected employees.

3. Turn Off

all operating controls.

4. Locate

all energy sources.

5. Isolate

all energy sources by blocking, bleeding and venting stored energy as found in springs, hydraulic systems and pneumatic systems.

6. Lock-out

all switches and energy controls in the 'off' or 'safe' position.

7. Test

the operating controls . Put all controls in the 'on' position. Be sure nobody can get hurt before testing.

8. Return

all operating controls to the 'off' position.

9. Perform

required task.

10. Remove

lock-out devices only after the equipment is fully assembled and all affected employees have been notified. Each lock-out device must be removed by the person who put it on .