LO/TO Procedures: Removal of lock/tag while authorized employee is not available

The Supervisor is required to follow these steps:

1. Verify that the authorized employee who applied the lock/tag is not at TAMUCC
2. Ensure that the equipment is safe to start up
3. Bold cut the lock and remove tag
4. Authorize the start up
5. Fill out the "Personal Lock Removal Notification" form
6. Inform the authorized employee that the lock/tag were removed before he/she resumes work
7. Request authorized employee to sign the form before starting work the next day
8. Retains form for a year
LO/TO Procedures: Energy-Isolating devices cannot be locked out

When the energy-isolating devices cannot be locked out:
1. Submit a work request to Facilities Services for the design, fabrication, and installation of an energy-isolating device
2. If an energy-isolating device cannot be fabricated or until it is installed, use the following procedure:
   - Supervisor must oversee the operation
   - Supervisor isolates energy source, tags it out and assigns an employee to be a safety-watch person to ensure that the energy remains isolated for the duration of service or maintenance
   - Authorized employee then proceeds with the service or maintenance

**THE SAFETY-WATCH PERSON SHALL HAVE NO OTHER DUTIES.**
**HE/SHE SHALL NOT LEAVE THE STATION, EXCEPT WHEN FORMALLY RELIEVED FROM DUTY OR FOR PERSONAL SAFETY**
LO/TO Procedure For More Than One Servicing Employees

• Before starting the project, supervisor must discuss LO/TO procedures with all personnel involved

• Use multi-lock hasp
• Each employee's lock and tag is placed on the multi-lock hasp
  – Each employee is required to determine “zero energy state” for himself
• Before re-energizing equipment, each employee must remove his/her lock/tag

LO/TO Procedure for Shut Down

• Identify all hazardous energy
  • “Multiple-Energy-Sources” documentation
    – Yellow Warning sign
    – Equipment labeling
    – Safe Operating Procedure
• Notify Supervision if equipment is not properly identified
• Notify all affected personnel
• Shut down equipment in proper sequence
  • Use appropriate level of PPE and tools
  • Isolate & release all energy sources in proper sequence
• Verify “zero energy state”
• Lock and tag the energy isolation device(s)
LO/TO Procedure for Start Up

- Inspect Equipment
- Remove Tools - Verify all tools are accounted for
- Clean up debris
- Replace guards
- Notify all affected personnel
- Remove all locks, tags
- Restore energy & reactivate the system in the proper sequence

Seasonal shutdowns or decommissioned equipment lock/tag

1. LOTO padlock and tag are not to be used for seasonal shutdowns or decommissioned equipment
2. Procedure
   - Use designated padlocks (different than the red, gold, or blue padlocks for LOTO)
   - Yellow tags marked with information including:
     - Either “Seasonal Shutdown” or “Decommissioned Equipment”
     - Name and ext. number of employee who locked and tagged these equipment