

# LOTO Safety for Authorized Employees

Toolbox Talk 

Refresh authorized employees on your procedures and policies with this safety moment. For this meeting, you'll need copies of your LOTO procedures and locks and tags in use.

## Hazardous Energy at Work

According to OSHA, compliance with the LOTO standard prevents an estimated 50,000 injuries and 120 deaths each year.

**What types of hazardous energy (including potential energy) do we work with here?** *Walk around to each piece of equipment and discuss the type and magnitude of energy available -- and the methods and means necessary for energy isolation and control.*



## Essential Responsibilities

Authorized employees properly isolate and control the hazardous energy within equipment/machines.

Assistance from the Affected Employees may be necessary to ensure proper shutdown and identification of isolation locations.

Authorized employees apply locks/tags

Verbally notify all Affected and Other Employees about the shutdown, and explain the purpose and use of the specific energy control procedure to be applied.

Once work is complete, they notify all Affected and Other Employees about the removal of locks/tags and impending restart.

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## Tips

- Always ensure your name is legible on your lock or tag
- Always release, restrain, disconnect, or drain residual or stored energy.
- When using a lock, ALWAYS test/try to verify the energy is isolated.
- During group LOTO, don't place your lock through another's lock. Your lock must be able to prevent the switch from turning to the "on" position.
- Before LOTO devices are removed: inspect the work area for non-essential items and

## For Discussion

**What are the consequences of not following procedure?**

**What actions need to be taken during shift change or change in personnel when a piece of equipment has been locked-out?**

**What issues with following safe protocol have you experienced lately?**

**What is the procedure for removing a lock in an emergency or if the authorized employee is not present?**

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Given By:

On (MM/DD/YY):

At (Name of Jobsite):

Attendee Name (Print)	Signature
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