

APPENDIX E – AFFECTED EMPLOYEE TRAINING AND RECORD FORM**What is Lockout/Tagout (LOTO)?**

Specific practices and procedures to safeguard employees from the unexpected energization or startup of machinery and equipment, or the release of hazardous energy during service or maintenance activities.

What is a LOTO Authorized Employee?

A person who locks out or tags out machines or equipment in order to perform servicing or maintenance on that machine or equipment. An Affected Employee becomes an Authorized Employee when that employee's duties include performing servicing or maintenance covered under this section.

What is a LOTO Affected Employee?

An employee whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tagout, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.

What are the responsibilities of an Authorized Employee?

- Properly shut down equipment/machines. Assistance from the Affected Employee may be necessary to ensure proper shutdown and identification of isolation locations.
- 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, notify all Affected and Other Employees about the removal of locks/tags and impending restart.

What are the responsibilities of an Affected Employee?

- Provide assistance to the Authorized Employee, as requested, to ensure proper shutdown and identification of isolation locations.
- Do not attempt to start equipment/machines that are locked out or tagged out.
- Do not attempt to remove or tamper with locks or tags for any reason.

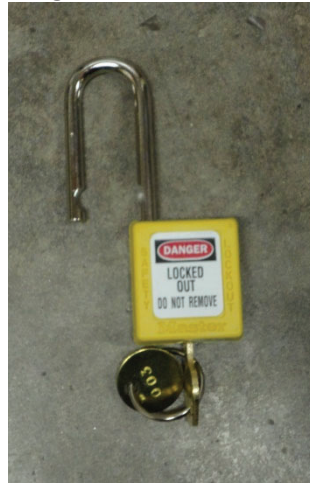
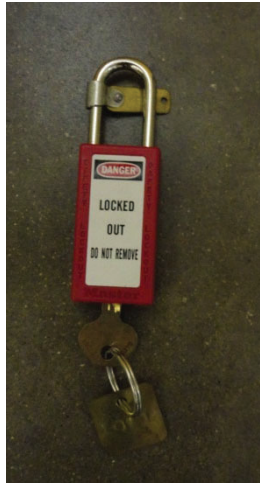
Why is LOTO important?

Unexpected startup of equipment/machines during service/maintenance work can result in serious injury or even death. Studies have shown that 10% of injuries occurring during service work are the result of someone else starting up the equipment. Don't be responsible for injuring a fellow employee.

What do you do if the machine/equipment that you need to use is locked out/tagged out?

- Do not attempt to remove or tamper with the locks or tags.
- Attempt to contact the Authorized Employee. Their name and number should be on the tag.
- If the Authorized Employee cannot be contacted, call the Authorized Employee's supervisor, foreman or subforeman and ask that they track down the Authorized Employee.
- If the Authorized Employee is not on campus, contact Safety and Compliance to initiate the abandoned lock/tag removal process.

What do LOTO locks and tags look like?



To verify training completion, please fill in the requested information below. Provide one (1) copy to your supervisor and one (1) copy to your Unit Responsible Person.

Name: _____

Badge/UIN: _____

Signature: _____

Date: _____