**[Department/unit/organization name] Supplemental Hazardous Energy Control LOTO Program**

Approved By:

[name], [title]

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*[Instructions for the preparer: Complete the template by filling in the data entry boxes with information relevant to your department. This Supplemental Program can be modified as needed to address any/all potential hazards. A draft of this program should be reviewed by appropriate stakeholders in your department and approved by your unit leader before distributing to employees. Review of your department’s Supplemental Program by EH&S is not required; however, EH&S can provide consultation as needed by contacting ehsdept@uw.edu.]*

# Purpose

This document is the Insert Shop/Department Name - Supplemental Hazardous Energy Control Lockout/Tagout (LOTO) Program (“Supplemental Program”) and addresses department\*-specific hazards and safety guidance for controlling hazardous energy when repairing or servicing department equipment or systems, that is not covered in the UW Hazardous Energy Control LOTO Program Manual.

\* The term “department” is used to represent the entities supported by this plan. It applies to all schools, departments, units, and organizations within the University, excluding the University of Washington medical or healthcare facilities. The term “employees” will be used to include all staff, faculty, students, and volunteers in paid positions (permanent, part-time, or seasonal).

# Scope

The UW Hazardous Energy Control LOTO Program Manual and this Supplemental Program cover all department job titles or roles that will be assigned the responsibility of an Authorized Person. All employees who could be exposed to uncontrolled hazardous energy during their work activities must follow the requirements outlined in the UW Hazardous Energy Control LOTO Program Manual and this Supplemental Program document. The locations covered in this program include, but are not limited to:

1. Insert location 1
2. Insert location 2
3. Add additional locations as needed

# Program Management

## Activities covered under LOTO

Provide a list of the activities specific to the department where LOTO is applied.

*[Examples:*

1. *Servicing and repairing*
2. *Unjamming]*
3. Insert activity 1
4. Insert activity 2
5. Add additional activities as needed

## Activities exempt from LOTO

List department activities exempt from LOTO procedures.

*[Examples:*

1. *Minor unjamming where guards or interlocks are not removed*
2. *Cord and plug equipment – electrical energy only when in exclusive control of one person*
3. *Taking voltage and current measurements]*
4. Insert exempt activity 1
5. Insert exempt activity 2
6. Add additional exempt activities

## Responsibilities

The department has identified an employee to be the department LOTO Program Administrator.

The department has identified and ensured the training of employees to be Authorized Persons.

A list identifying the department LOTO Program Administrator and employees who are Authorized Persons shall be maintained and kept current. Refer to the Appendix below for an example log.

## Equipment lockout/tagout procedures

*[Describe how equipment specific procedures are developed, managed, and updated.*

*Departments can use the non-mandatory machine and equipment inventory form in Appendix C of the UW Hazardous Energy Control LOTO Program Manual to list the equipment and/or systems that require equipment specific written LOTO procedures. For departments with many pieces of equipment/systems, an electronic maintenance management system or equivalent system can be used to track equipment and systems.]*

Describe how equipment specific procedures are developed, managed and updated.

## Lock and key Management Policies

### Personal lockout/tagout devices

*[Personal locks and tags are used for personal protection. Multiple personal locks may use a single, common key but it must be assigned to a single Authorized Person. Departments need to describe how personal locks are provided to each Authorized Person, the type of locks, and where they are stored.]*

Description:

Personal Lock physical description

Personal Tag physical description

Key Management Policy:

Describe Personal Lock key management policy

*[Key Management Policy examples:*

1. *Each Authorized Person has one lock and maintains possession of the only key*
2. *Each Authorized Person has several personal locks, keyed alike, and maintains possession of the only key*
3. *Each Authorized Person has a personal lock, maintains possession of their key, and management maintains a master key (Lock Removal Policies below still apply)*
4. *Authorized Persons checkout a personal lockout device from lockout station, records the lock identifier and their name on the log, maintains possession of the only key]*

### Equipment locks

Equipment locks or department specific alternative name

Equipment Locks are applied to EIDs during a group lockout/tagout involving a lockbox. Equipment Locks may be commonly keyed and must exclusively be used during hazardous energy control procedures involving a lockbox.

Description:

Equipment Lock physical description

Key Management Policy:

Describe Equipment Lock key management policy

### Transfer locks

Transfer locks or department specific alternative name

Off-going employee applies Transfer Lock to equipment EID, then removes personal lock before on-coming employee arrives. The on-coming employee affixes personal lock, then removes the Transfer Lock. Each on-coming employee verifies zero-energy state of the system.

Description:

Transfer Lock physical description

Transfer lock key management policy:

Describe Transfer lock key management policy

*[Key Management Policy examples:*

1. *Transfer Lock keys are owned by several Authorized Persons in the shop and have a key to the lock.*
2. *Off-going Primary Authorized Person removes Personal Lock and applies Transfer Lock. Off-going Primary Authorized Person gives Transfer Lock key to third party, not involved in LOTO procedure. On-coming Primary Authorized Person obtains Transfer Lock key, verifies zero-energy state, removes Transfer Lock and applies Personal Lock.]*

### Job locks

Job locks or department specific alternative name

The Job Lock is the first lock placed on the lockbox during Group LOTO and is the last lock removed when the job is completed. Each Primary Authorized Person from each shift controls the key to the Job Lock. As work is performed, each Primary Authorized Person attaches personal lock to lockbox, while the Job Lock remains in place, verifies zero-energy state before work begins, and removes their personal lock when leaving for the day or the job is completed.

Description:

Job Lock physical description

Job lock key management policy:

Describe Job Lock key management policy

*[Key Management Policy examples:*

1. *Job locks and keys may only be checked out by Shop Supervisors from lockout station. Any transfer of Primary Authorized Person responsibility must be documented on equipment-specific energy control procedures.*
2. *Job locks are only used for work with contractors. To maintain continuity, the Primary Authorized Person performs and prepares the machine or equipment for contractors and applies the Job Lock on the lockbox. The Job Lock stays on the lockbox for the duration of the project and the Shop Supervisor maintains the key to the Job Lock on the lockbox for the duration.]*

### Tagout only

Describe procedures and policies when tagout only is used in department specific energy control procedures.

**Out of service locks/tags**

Describe how equipment is locked and tagged out when out of service. Do not use LOTO devices for out of service equipment.

## Lock removal policy

Describe department specific procedures for lock removal policy.

The department will use the [Lock Removal Form](https://ehs.washington.edu/system/files/resources/lockremovf.pdf) to document lock removals.

## Periodic reviews

Periodic Reviews are required inspections of the adequacy of equipment-specific LOTO procedures and the knowledge of Authorized Persons about their LOTO responsibilities. The goal is to determine if changes are needed to increase employee protection.

The department must conduct and document periodic reviews at least annually of the following:

1. Inspect equipment-specific LOTO procedures annually or before use, if used less frequently than once a year. Document review and corrective actions. Refer to form: [www.ehs.washington.edu/resource/lockouttagout-equipment-specific-procedure-periodic-review-1249](http://www.ehs.washington.edu/resource/lockouttagout-equipment-specific-procedure-periodic-review-1249).
2. Review each Authorized Person’s role during lockout/tagout. Document review and corrective actions. Refer to form: [www.ehs.washington.edu/resource/lockouttagout-authorized-persons-periodic-review-808](http://www.ehs.washington.edu/resource/lockouttagout-authorized-persons-periodic-review-808)

Annual reviews/inspections of each Authorized Person and each equipment-specific LOTO procedure are maintained at Insert location and kept for at least one year.

## Training

Describe any department-specific LOTO training that is performed.

## Department LOTO Program annual Audit

The department LOTO Program Administrator conducts an annual LOTO program review that includes a review of the periodic inspections from the prior year and maintains the program audit result at Insert location and kept for at least one year. Refer to example audit form: [www.ehs.washington.edu/resource/department-loto-program-annual-audit-checklist-1250](http://www.ehs.washington.edu/resource/department-loto-program-annual-audit-checklist-1250).

## Appendix

Example of log to maintain current record of employee who is the department LOTO Program Administrator and employees who are Authorized Persons.

|  |  |
| --- | --- |
| **Log of Department LOTO Program Administrator and Authorized Persons** | |
| Department: Enter department name. Date: Enter date. | |
| LOTO Program Administrator: Enter name. | |
| Authorized Persons | |
| 1 | Enter name. |
| 2 | Enter name. |
| 3 | Enter name. |
| 4 | Enter name. |
| 5 | Enter name. |
| 6 | Enter name. |