



# Lock Out/Tag Out (LOTO)

Web EHSdesk™ provides a fully integrated suite of web-based software applications designed to support administrative, operational, and business process information management associated with Environment, Health, and Safety (EHS).

The **Lock Out/Tag Out (LOTO)** application provides a mechanism to document the process to systematically control specific hazardous energy sources for a piece of equipment. Once documented, this information can be printed in the form of an energy control procedure (ECP). The ECP provides the steps for an employee to shut down and start up a piece of equipment safely, as well as protect the employee from accidental startup while work is being performed. LOTO can be used as a standalone application or as part of the Safety suite.

## Features and Functionality

- ECP created and managed via a user friendly, step-by-step interface
- Shutdown and startup steps documented by energy source and isolating device
- ECP includes pictures illustrating the applicable energy sources for shutdown and startup steps
- Links to machine/equipment inventory

### ECP Summary

The following is a summary of the Energy Control Procedure (ECP) for the selected equipment.

Equipment Details	
Equipment Id: LATHE-633	Description: Vertical Turret Lathe
Equipment Status: Active	Location: Facility East   Plant 1
Category: Lathe (Turning)	Area: DD-2
Organization: Line Operations	

Assessment   **Shutdown Steps**   Startup Steps   Pictures

Shutdown Steps						Add
No.	Include?	Energy Source	Energy Source Description	Isolating Device	Location	
1	✓	Electrical	600 VAC	Switch	Right Side	Edit
2	✓	Pressure	Compressed Air	Ball Valve	Left Side	Edit

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Print Report

[Edit ECP Summary Page](#)

- ECP marked as DRAFT during creation to help manage the data entry process and prevent use prior to finalization
- ECP printed in an easy-to-read format that can be laminated and posted at the equipment
- Typical users include EHS Professionals, Facilities & Services Maintenance (Authorized) Personnel, and Shop Floor Operations Personnel (rely on ECP Posting report)

## Benefits

- Enables Authorized personnel to systematically handle and satisfy procedural requirements of the lock out/tag out regulations
- Provides timely and effective tracking of machine/unit energy information
- ECPs provide a proactive mechanism to ensure employee safety when maintaining equipment that if started, could present a hazard.

## Reports

- Ad hoc reporting is available using a flexible search with multiple filters; query results can be printed or saved to an Excel™ or PDF format
- ECP progress status available to view all equipment and associated ECP status (None, Draft or Final)

Equipment LOTO Inventory			
Equipment Id	Equipment Description	Category	ECP Issue
<b>Location: GA, Columbus   Columbus GA (00:1)</b>			
123456	Jet Brake	Miscellaneous Machine	09/15/2011
222333	Aerogrip hose Assy	Miscellaneous Machine	12/14/2011
ABC123	INDUCTOTHERM IND HEATING SYSTEM	Miscellaneous Machine	09/12/2011
888555	LINDBERG ELECTRIC BOX FURNACE	Miscellaneous Machine	12/14/2011
789XYZ	BUEHLER POLISHER 12-INCH	Miscellaneous Machine	12/14/2011
555666	WCI # 3 - 42 BULLARD VTL 2AX AB6200 CNC	Miscellaneous Machine	12/14/2011
777999	ACTION 3AX MANIPULATOR/CONTROL 1060	Miscellaneous Machine	12/14/2011
TEST123	SIA HEAT TREAT TRANSFER CART	Miscellaneous Machine	09/12/2011
GRINDER	STRUERS MCL GRINDER POLISHER	Miscellaneous Machine	09/12/2011
PRESS78	C-4 - Erie 5000 TON PRESS	Miscellaneous Machine	03/07/2012
<b>Location: Middletown   Testing Facility</b>			
PRESS-12	MiniLoad	Miscellaneous Machine	12/14/2011
CAB999	ZERO DRY BLAST CABINET	Miscellaneous Machine	03/10/2010
000123	TELESIS PINSTAMP MARKING SYS	Miscellaneous Machine	12/15/2011
COMP222	Fuel Manifold Test Compressor	Miscellaneous Machine	12/14/2011

*LOTO Inventory Report*

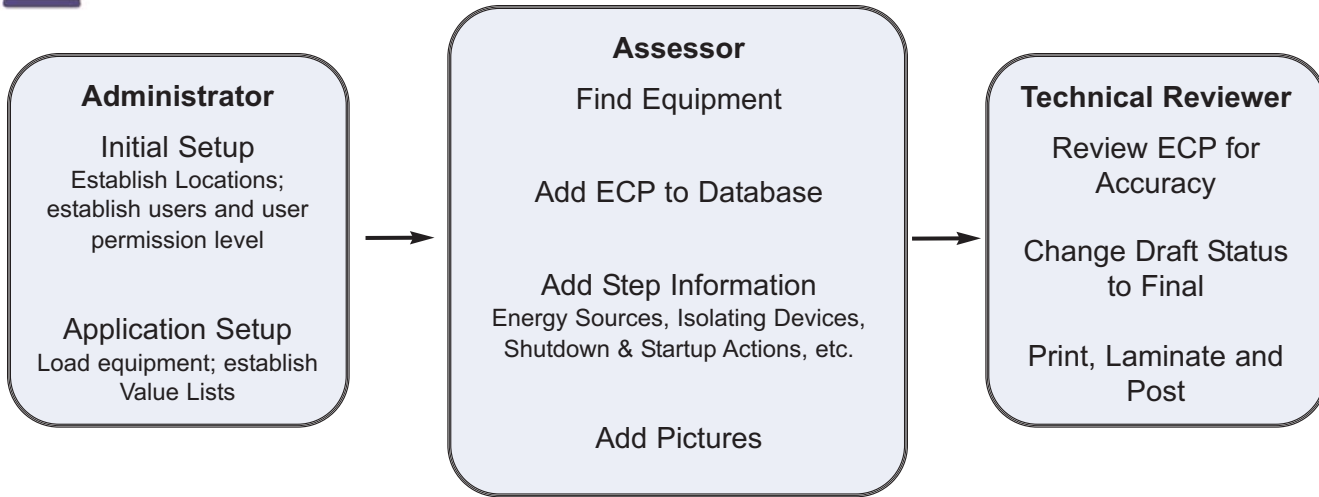
- User-friendly ECP posting report displaying pictures and step information available; can be laminated and posted at equipment
- LOTO inventory listing (formatted report) available

**Compliance**

Facilitates compliance with 29 CFR 1910.147



**Process Flow**



**ACME Manufacturing, Inc.**

Machine Specific Energy Control Procedure For Authorized Employees

NOTE: In case of EMERGENCY call 911

Final
Final

<b>Equipment Id:</b> 123-456-789	<b>Location:</b> Training Site Main Building
<b>Equipment Description:</b> Test Lathe	<b>Area:</b> 1st Floor
<b>Manufacturer:</b> XYZ Lathe Manufacturing Company	<b>Model No:</b> LA-66544
<b>Comments:</b>	

**Shutdown Procedure:**

Energy Source	Isolating Device	Location	Shutdown Action	Shutdown Verification
1 ELECTRICAL: 440 - 480 VAC 3 Phases	OTHER: Main Disconnect	BEHIND UNIT	Place switch in the OFF position and install locking device, lock and tag.	Other
<b>Comments:</b>				
2 PRESSURE: Shop Air	BALL VALVE		Turn valve to the Closed position. Lock and tag.	Verify valve is in Closed position and locked.
<b>Comments:</b>				

**Startup Procedure:**

Energy Source	Isolating Device	Location	Startup Action	Startup Verification
2 PRESSURE: Shop Air	BALL VALVE		Remove locking device. Turn valve to the OPEN position.	Verify valve is in Open position.
<b>Comments:</b>				
1 ELECTRICAL: 440 - 480 VAC 3 Phases	OTHER: Main Disconnect	BEHIND UNIT	Remove locking device. Place circuit breaker and/or disconnect switch to ON position.	Try to turn On and / or try to Start.
<b>Comments:</b>				

