



Lock Out/Tag Out

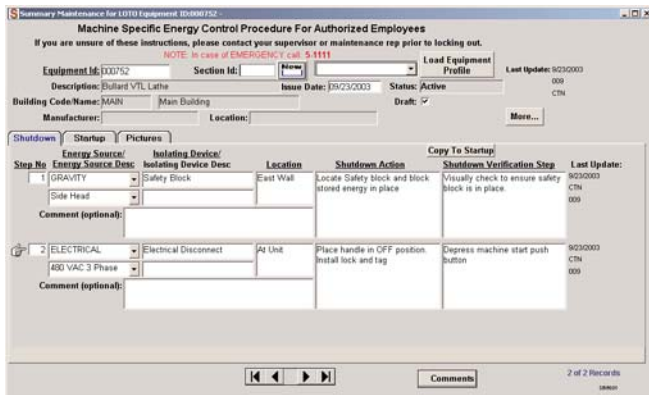
The EHSdeskTM Lock Out/Tag Out (LOTO) module provides a mechanism to capture the process required to systematically control specific hazardous energy sources used to power a machine or piece of equipment. Once documented, this information can be printed in the form of an energy control procedure (ECP), which lists steps per energy source and displays associated pictures. The ECP provides a safe way for an authorized employee to shut down a piece of equipment without exposure to hazardous energy sources, and protects an employee from an accidental startup while work is being performed on the equipment.

Features and Functionality

- ECP created and managed via an easy to use step-by-step interface
- Steps documented for successful shutdown and startup of a machine by energy source and isolating device
- Procedure can be marked as DRAFT during creation to help manage the data entry process and prevent use prior to finalization

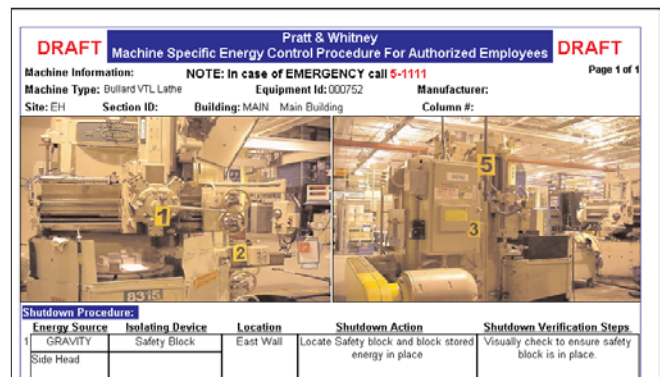
Benefits

- 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



LOTO Detail

- Predefined pictures assigned to equipment help identify hazardous energy shutdown and startup positions
- Speed of data entry can be greatly improved through simple ECP copy mechanism and template auto population of common shutdown and startup steps based on equipment type
- ECP may be printed in an easy to read format that can be laminated and posted at the equipment
- Typical users include EHS Professionals, Facilities and Services Maintenance Personnel (authorized), and Shop Floor Operations Personnel (rely on ECP Posting report)



Energy Source	Isolating Device	Location	Shutdown Action	Shutdown Verification Steps
1 GRAVITY Side Head	Safety Block	East Wall	Locate Safety block and block stored energy in place	Visually check to ensure safety block is in place.

LOTO Posting Report

Reports

- Ad hoc reporting is available using a flexible search window with multiple filters and sorts; query results can be printed or saved to an ExcelTM or AcrobatTM format
- Documentation progress status readily available via the search window's Not Done, Draft, or Final filter
- User-friendly ECP posting report available to display pictures and step information to laminate and post at equipment
- EHSdesk LOTO inventory listing (with formatted report)

Compliance

Assists in meeting 29 CFR 1910.147

Meets the regulatory requirements for OHSAS 18001



Integration Points

- EHSdesk **SIM Lite**; associate a LOTO ECP with equipment

Process Flow

