



Lock Out/Tag Out (LOTO)

The Web EHSdeskTM Portal provides a comprehensive, fully integrated suite of Internet-based software modules designed to support administrative, operational, and business process information associated with Environment, Health & Safety (EHS) management.

The **Lock Out/Tag Out (LOTO)** module 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 module 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

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.

Edit ECP Summary
The following is a summary of the ECP for the selected equipment.

| Equipment Details | | | |
|-------------------|---|------------------------|----------------|
| Equipment Id: | 402998 | Category: | Lathe |
| Equipment Status: | Active | Equipment Description: | Lathe, VTL CNC |
| Location: | Client X Middletown Main Building | | |

| ECP Details | | | |
|-------------|------------|-------------|-------|
| Issue Date: | 09/20/2006 | ECP Status: | Final |
| Issued By: | Doe, Jane | | |

| Shutdown Steps | | | |
|----------------|-------------------------------------|---------------|---------------------------|
| No. | Include? | Energy Source | Energy Source Description |
| 1 | <input checked="" type="checkbox"/> | Electrical | 480 VAC 3 Phase |
| 2 | <input checked="" type="checkbox"/> | Pressure | Shop Air |

| Startup Steps | | | |
|---------------|-------------------------------------|---------------|---------------------------|
| No. | Include? | Energy Source | Energy Source Description |
| 2 | <input checked="" type="checkbox"/> | Pressure | Shop Air |
| 1 | <input checked="" type="checkbox"/> | Electrical | 480 VAC 3 Phase |

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)

Edit ECP Step
Complete the fields below to edit the ECP Step

| | | | |
|--------------------------|---|-------------------------------|-----------------|
| * Energy Source: | Electrical | * Energy Source Description: | 480 VAC 3 Phase |
| * Isolating Device: | Main Disconnect | Isolating Device Description: | |
| Location: | | | |
| Shutdown Step No.: | 1 | | |
| Include in Shutdown: | <input checked="" type="checkbox"/> | | |
| * Shutdown Action: | Place handle in OFF position. Install lock and tag | | |
| * Shutdown Verification: | Try to turn on, and/or start. | | |
| Shutdown Comments: | | | |
| Startup Step No.: | 1 | | |
| Include in Startup: | <input checked="" type="checkbox"/> | | |
| * Startup Action: | Remove adapter, lock & tag. Place breaker in the ON position. | | |
| * Startup Verification: | Try to turn on, and/or start. | | |
| Startup Comments: | | | |

Edit ECP Step

Reports

- Ad hoc reporting is available using a flexible search with multiple filters; query results can be printed or saved to an ExcelTM or PDF format
- ECP progress status available to view all equipment and associated ECP status (None, Draft or Final)
- User-friendly ECP posting report displaying pictures and step information available; can be laminated and posted at equipment
- EHSdesk LOTO inventory listing (formatted report)

Compliance

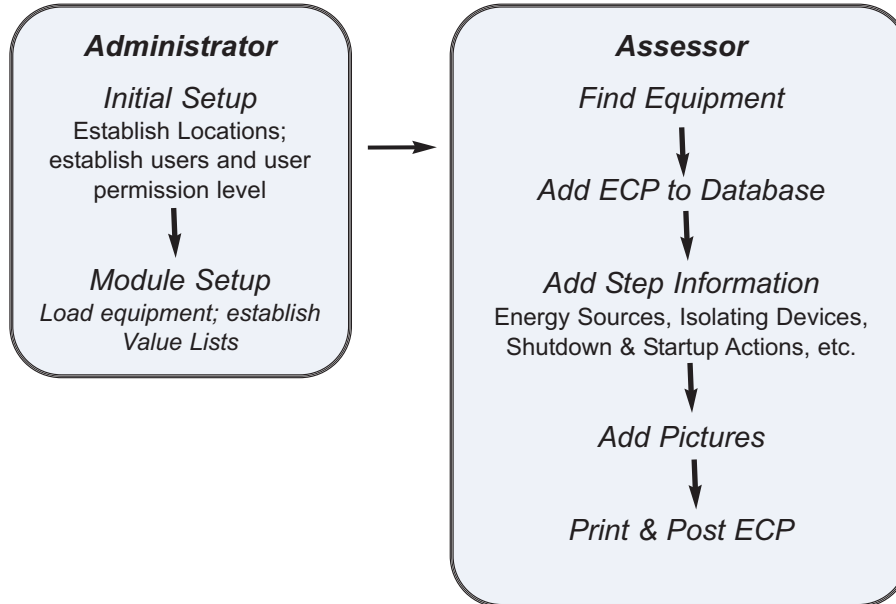
Assists in meeting 29 CFR 1910.147

Meets the regulatory requirements for OHSAS 18001





Process Flow



Final
Final

Company X
Machine Specific Energy Control Procedure For Authorized Employees

NOTE: In case of EMERGENCY call 8-1111

Machine Type: Lathe Location: Client X || Middletown || Main Building
 Equipment Id: 402998 Area:
 Manufacturer: Bullard Model Number:

Shutdown Procedure:

| Energy Source | Isolating Device | Location | Shutdown Action | Shutdown Verification Steps |
|-------------------------------|-----------------------------|----------|---|-------------------------------------|
| 1 ELECTRICAL: 480 VAC 3 Phase | MAIN DISCONNECT | | Place handle in OFF position. Install lock and tag. | Try to turn on, and/or start. |
| Comments: | | | | |
| 2 PRESSURE: Shop Air | BALL VALVE: Feeding Machine | | Turn valve to the closed position. Install adaptor, lock and tag. | Verify valve is in closed position. |
| Comments: | | | | |

Startup Procedure:

| Energy Source | Isolating Device | Location | Startup Action | Startup Verification Steps |
|-------------------------------|-----------------------------|----------|---|-----------------------------------|
| 2 PRESSURE: Shop Air | BALL VALVE: Feeding Machine | | Remove adaptor, lock, and tag. Turn valve to the open position. | Verify valve is in open position. |
| Comments: | | | | |
| 1 ELECTRICAL: 480 VAC 3 Phase | MAIN DISCONNECT | | Remove adaptor, lock & tag. Place breaker in the ON position. | Try to turn on, and/or start. |
| Comments: | | | | |

Last Update: 09/22/2006 Issue Date: 09/20/2006
 Last Update By: Doe, Jane Issued By: Doe, Jane

Instructions: Typical mechanical system hazards (e.g. spring, hydraulic cylinders, gravity, accumulators, etc.) in the sub-assemblies of this machine may be considered Hazardous Energy Sources. Caution should be taken when disassembling any mechanical device. All Air Conditioning units contain refrigerant under