



# LOTO - LOCK OUT, TAG OUT - TRY OUT!

**LOTO is a BEST PRACTICE!** Implementing an effective LOTO program will prevent accidents, injuries and fatalities associated with entanglement hazards, flowing grain hazards, and other hazards typically encountered in grain handling environments.

## 1. Who should perform LOTO procedures?

In a commercial facility under OSHA regulations, there should be personnel authorized to perform LOTO and they should be named on the LOTO procedures. ALL employees MUST be trained on LOTO to ensure they understand the procedures and who is authorized to complete them.

**ONLY the person who did the LOTO removes the lock and tag.** Consult your OSHA regulations for specific exceptions to this.

**Producers should use LOTO on their farm.** Educate employees and/or family of the meaning of the locks and tags to ensure no one removes them without permission.

## 2. When should LOTO be used?

Before any servicing or maintenance on equipment, prior to **ANY** bin entry, and in any other circumstances when de-energizing equipment is necessary to avoid hazards. **LOTO should be followed EVERY time in these situations.**

## 3. What equipment should have a LOTO procedure?

All equipment should have an LOTO procedure to ensure all the energy sources to a specific piece of equipment and how to disconnect the energy sources are clearly identified. Correct identification and labeling of breakers, circuits, etc. play a vital role in ensuring LOTO procedures are followed.

## 4. How do you do LOTO? What are the basics of an LOTO procedure?

1. Prepare for shutdown – Notify persons of LOTO.
2. Shut down machine.
3. Disconnect or isolate **ALL** energy sources.
4. **LOTO** - Install locks on energy sources & tag machines.
5. Release stored energy.
6. **TRYOUT** – test LOTO by attempting to start the equipment.
7. Begin maintenance/service work.
8. Finish - check machine & clean up area of tools.
9. Ensure people are safe distance.
10. Notify persons of intended start-up.
11. Remove lock out devices.
12. Start-up equipment & verify it is working normally.
13. Remove tags.

## 5. Where can more information be found?

A variety of resources are available to assist developing LOTO procedures. The OSHA website <http://www.osha.gov/SLTC/controlhazardousenergy/program.html> contains several resources including 2 sample written LOTO programs with sample forms, blank procedure forms to fill out, checklists and other materials that can be adapted for your workplace.



Grain Handling Safety Coalition