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| Lock-out/Tag-out (LOTO) Inspection ChecklistLOTO Inspection Checklist for non-Facilities Management Personnel | | | | | | | | |
| **Department:** |  | **Supervisor:** |  | | | | | |
| **Authorized Employees:** |  | **Date:** |  | | | | | |
| **Describe common LOTO work activities and include types of equipment:** | | | | | | | | |
|  | | | | **Yes** | | **No** | | |
| 1. Training for Authorized employee(s) is up to date and documented. [Must include Facilities OH&S Electrical Safety training] | | | |  | |  | | |
| * List trained employees: * Facilitate training for new or untrained employees. [Refer to Fac. Mgmt. OH&S schedule for LOTO& Electrical Safety training for new employees, hired or active after 2019] | | | | | | | | |
| **Initial *LOTO* training** with EHS or Facilities OH&S: **Date:** \_\_\_\_\_\_\_\_\_\_\_\_  **Fac. Mgmt. OH&S *Electrical Safety* training** (OSHA & NFPA 70E) **Date:** \_\_\_\_\_\_\_\_\_\_\_\_  ***CPR/AED* training** is required if two or more Authorized employees perform **Date: \_\_\_\_\_\_\_\_\_\_\_\_**  LOTO together; (renewal @ 2 years). Refer to UVA Life Support Learning Center for training. | | | | | | | | |
| 2. Are Energy Control Procedures developed and documented as required by the LOTO Program?  \*Note if NOT APPLICABLE | | | |  | |  | | |
| * See Facilities Management’s LOTO Program App. C.1 -***LOTO Equipment Specific Project Summary Form*** * LOTO Procedures do not need to be documented if all the exceptions are met (regulations follow) for the LOTO activities being performed by Authorized employees. (1) NFPA70E 120.2 D (1) Simple LOTO Plan; and OSHA 1910.147 C (4)(i). \*EHS will verify all steps of this exception are applicable - (see next page). | | | | | | | | |
| 3. LOTO Authorized Employee(s) use an Energy Control Procedure or General LOTO Procedure as appropriate. | | | |  | |  | | |
| * Employees should demonstrate ***‘Live-dead-live’*** with a Voltage Test Meter to verify electrical energy is secured as part of an Electrical LOTO procedure. Review electrical safety PPE (i.e. electrical insulated gloves and six month test date, safety glasses, etc.) * Review if Authorized personnel communicate Equipment LOTO to Affected personnel (i.e. faculty, staff or students) who operate the equipment, such as research equipment. | | | | | | | | |
| 4. Authorized Employee(s) identified and isolated all energy sources as noted in the Energy Control Procedure or General LOTO Procedure. | | | |  | | |  | |
| * Demonstrated how to correctly shut down equipment, affix all applicable LOTO devices and tag. | | | |  | | |  | |
| * Is there any other energy source (i.e. pneumatic, hydraulic, spring, or other) that needs to be released or blocked? | | | |  | | |  | |
| * Demonstrated how to restart equipment to verify energy source has been effectively shut down. | | | |  | | |  | |
| * Reviewed steps to remove LOTO devices, retrieve any tools, etc., and start up equipment. | | | |  | | |  | |
|  | | | | **Yes** | | **No** | | |
| 5. Does the Authorized Employee conduct Group LOTO? (i.e. works with Facilities Management or Equipment representative when research equipment is being installed, other) | | | |  | |  | | |
|  | | | | | | | | |
| 6. Does the department conduct LOTO across shift/personnel changes? | | | |  | |  | | |
| * Example: Ordering parts and equipment is shut down, or transferring a repair activity to another party, etc. | | | | | | | | |
| 7. Knowledge and performance of LOTO procedure is proficient. | | | | |  | | |  |

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| **List any comments here:** |
| **Signatures of Authorized Employee(s) and personnel assisting with Evaluation (EHS or Dept. supervisor) :**  **X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_**  **X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**Review if all of the following are applicable to meet: *Exception to document a written LOTO Procedure***

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| --- | --- | --- |
| 1. Does the equipment to be worked on, have any potential for stored, residual or re-accumulation of stored energy after being shut down, which can harm the employee(s)?   **Example of accumulated energy:** Is there a battery or capacitor?  **Satisfactory answer must be NO** | **No** | **Yes** |
| 1. Is there only a single source of energy, readily identifiable and can be isolated?   **Satisfactory answer must be YES** |  |  |
| 1. The LOTO will completely isolate and shut down the equipment?   **Satisfactory answer must be YES** |  |  |
| 1. The equipment is shut down and secured with a LOTO device and lock?   **Satisfactory answer must be YES** |  |  |
| 1. Does just one LOTO device and lock secure all hazardous energy?   **Satisfactory answer must be YES** |  |  |
| 1. Does the employee have exclusive control over the LOTO device and lock?   **Satisfactory answer must be YES** |  |  |
| 1. Will other employees be impacted or in harm’s way when equipment is LOTO for service and repairs?   **Example of when others can be in harm’s way:** Are dead fronts removed from breaker panels?  **Satisfactory answer must be NO** |  |  |
| 1. Has the department incurred any incidents with activation or re-energizing of equipment that has been locked out for repairs?   **Satisfactory answer must be NO** |  |  |

**NOTE –** Questions must be answered satisfactorily; any discrepancieswill require LOTO Procedures to be developed and documented. Consult Facilities Management’s Lock out/Tag out Program 6600-2.0 and use their *LOTO Equipment-Specific Project Summary Form,* located in Appendix C.1.[**https://www.fm.virginia.edu/depts/ohs/programs.html**](https://www.fm.virginia.edu/depts/ohs/programs.html)

**This form documents compliance for periodic inspection: OSHA 1910.147 [section (C)(6) (i)]. *Control of Hazardous Energy Standard (lockout/tagout).*  Departments are encouraged to maintain form for recordkeeping.**

[Electronic copy will be updated in *EHS OneNote\_chem\_lab\_safety(Y]*