UNIVERSITY OF WASHINGTON LOCKOUT TAGOUT (LOTO) FIELD PROCEDURE

(WAC 296-803)

| STEP 1: I | DESCRIP | TION: | | | | | | | | | | | | |
|--|-----------------------|--|-------------------------------------|-------------------|---------------------------|---------------|------------|---|--|--|---------------------------------|--------------|--|--|
| University of Washington Department/Division | | | | Primary A | Autho | rized Pe | rson (PAF | P) (printed) | If applicable, Review | applicable, Reviewer name (printed) Date | | | | |
| | | | | | | | | | | | | | | |
| Equipment Location (building, room numbers) Equipr | | | | | ipment/system description | | | | | | Equipment ID | | | |
| | | | | | | <u>′</u> | | | | | | | | |
| This proce | edure estak | olishes the m | · · | | | | | • | njury caused by the un | • | _ | • | | |
| | | | | | | • | | | uired for LOTO (unless and locked out before | | | | | |
| | | | • | ndary and, | or Prir | mary Au | thorized F | Person require | documentation and ver | ification of th | e LOTO. | | | |
| | | NAC 296-80 n of the scop | 3-20005) e of work for th | is service | or mai | intenan | ce work (| include the w | ork order #): | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | Work order | r #: | | | |
| STFP 4: I | NORMAI | SHUTDOW | /N : (WAC 296- | -803-200 | 10) | | | STEP 5: NO | OTIFY AFFECTED EMP | LOYEES: (WA | AC 296-803 | -20010) | | |
| Describe t | he machin | e or equipm | ent normal stor g switches, or c | ping pro | cedure | es (such | as | Notify all aff | rected employees (and ry is shutdown and lock | public, if app | olicable) tha | | | |
| Check here if the shut down and restart steps <i>must</i> be completed in this order | | | | | | | s order | Affected | l Employee/Group of E | Notification Method | | | | |
| Steps | Steps Shutdown action | | | | | Location | on | | | | | | | |
| 1 | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | |
| STEP 8: HAZARDOUS ENERGY IDENTIFICATION AND MAGNITUDE (WAC 296-803-50010) STEP 7: ENERGY ISOLAT DEVICE (EID) LOCATIONS 296-803-50010, 296-803-5 | | | | | (WAC | | | |), RELEASING OF ENERG ' -803-50025, 296-803-5002 | CATION OF | STEP 12A: REMOVAL OF LOTO | | | |
| Hazardous Energy Type (electrical, mechanical, hydraulic, thermal, pneumatic, etc.) | | Magnitude of Energy: (volts, temp, psi, etc.) | EID Location | ion LOTO position | | Lock # and me | | of residual energy thod of release drain, vent, etc.) | Method of Verification (gauge, visual, tryout, etc.) | PAP initials: | Reviewer initials: | PAP initials | | |
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| STEP 9: PRIMARY AUTHORIZE The PAP assures the LOTO is effect | | | | | ersons are notifie | ed and this p | rocedure | is comp | ete. | |
|---|-----------------|-------------------|---------------------------------------|------------------------------|-----------------------|----------------------|------------------------|-----------------|-------------|-----------------------|
| | | Date | | | Time | | | | | |
| | | | | | | | | | | |
| Check here if Group LO | TO is not app | licable to | this LOTC | and skip S | TEP 10. | | | • | | |
| STEP 10: GROUP LOTO-AUTH | | | | | | | | | | |
| All authorized persons, including c | contractors, wo | rking on tl | he de-energ | 1 | | | | | | - |
| Authorized Person(s) Name | Dept/Shop | Dept/Shop Lockbox | | Lock applied: Initials on | Lock applied: Date | Lock applied Time | : Lock rem Initials | oved: Loc Da | | Lock removed: Time |
| | | | | | | | | | | |
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| | | | | | | | | | | |
| Check here if there is no | o change to P | rimary A | uthorized | Person resp | onsibility and | skip STEP | 11. | | | |
| STEP 11: TRANSFER OF PAP A There must always be a PAP that m information. | | | | | | | | es occur, | record the | transfer |
| New Primary Authorized Person Assuming | | | Dept/ | Shop | Date | Tir | ne | Initial | s Ver | rification of |
| Responsibili | ty | | | | | | | | | LOTO? Yes No |
| | | | | | | | | | | Yes No |
| | | | | | | | | | | Yes No |
| | | | | | | | | | | |
| | | | | | | | | | | Yes No |
| STEP 12A: RELEASE FROM LO Remove LOTO devices and rest | | | | | | or mainten | ance is c | omplete | ed. | |
| Work area, machine or equi | ipment is clea | r of emp | loyees and | l tools have | been removed | d. Complete | Step 11A: | Remova | l of LOTO I | oy Step 8. |
| Machines are fully reasseml | bled and guar | rds and o | ther safety | devices ha | ve been reinst | alled. | | | | |
| ☐ Verify that all controls are in | n their neutral | or off po | osition | | | | | | | |
| ☐ Notify affected employees t | that the servic | ing or m | aintenanc | e is complet | te and the mad | chine is read | dy to use | ! | | |
| STEP 12B: COMPLETION OF LO Primary Authorized Person con returned to pre-LOTO positions | firms that the | LOTO w | ork has be | en complet | | | | | | ed, EIDs are |
| Final PAP's nam | | | AP's Signature | • | | Date: | | Time: | | |
| | | | | | | | | | | |
| STEP 13: LOTO REVIEWER (WA | AC 206 902 70 | 000E). | <u> </u> | | | | | | | |
| A periodic review must be performed an deviations or inadequacies in | ormed at leas | t annuall | | | | | | | | nd correct |
| Reviewer name | | • | wer Signature | | | Date: | | Time: | | |
| | | | | | | | | | | |
| COMMENTS | | | , , , , , , , , , , , , , , , , , , , | | | | | | · | |
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