## UNIVERSITY OF WASHINGTON LOCKOUT TAGOUT (LOTO) FIELD PROCEDURE

(WAC 296-803)

STEP 1: I	DESCRIP <sup>*</sup>	TION:												
University of Washington Department/Division				Primary Authorized Person (PAP) (printed) If applicable, F						Reviewer name (printed) Date				
Equipment Location (building, room numbers)   Equipment Location					uipment/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 a	•				
	Not	e: changes to	the scope, bour	ndary and/	or Prir	mary Au	thorized F	Person require	documentation and ver	ification of th	e LOTO.			
		NAC 296-80 n of the scope	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	<b>/N</b> : <b>(</b> WAC 296-	-803-200	10)			STEP 5: NO	OTIFY AFFECTED EMP	LOYEES: (W/	AC 296-803	-20010)		
Describe t	he machin	e or equipme	ent normal stor g switches, or c	oping pro	cedure	es (such	as	Notify all aff	ected employees (and y is shutdown and lock	public, if app	licable) tha			
Check	<b>here</b> if the	shut down a	nd restart steps	must be co	mplet	ed in thi	s order	Affected	Employee/Group of Er	Notification Method				
Steps	Steps Shutdown action				Location									
1														
3														
4														
STEP 6: HA	AZARDOUS	ENERGY	STEP 7: ENERG	Y ISOLATII	NG							STEP 12A:		
<b>IDENTIFICATION AND MAGNITUDE</b> (WAC 296-803-50010) <b>DEVICE (EID) LC</b> 296-803-50010,									, RELEASING OF ENERGY -803-50025, 296-803-5003	LATION OF	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 met		of residual energy thod of release drain, vent, etc.)	Method of Verification (gauge, visual, tryout, etc.)	PAP initials:	Reviewer initials:	PAP initials:		

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 <b>skip S</b>	TEP 10.			•		
STEP 10: GROUP LOTO-AUTH										
All authorized persons, including c	contractors, wo	rking on tl	he de-energ	1			<del></del>			-
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
Check here if there is no	o change to P	rimary A	uthorized	Person resp	onsibility and	skip STEP	11.			
<b>STEP 11: TRANSFER OF PAP A</b> 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	<b>!</b>		
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			, , , , , , , , , , , , , , , , , , ,						·	