# Equipment LOTO Determination Process

As outlined in the OSHA (Occupational Safety and Health Administration) Standard, lockout/tagout (LOTO) requirements apply to any servicing and maintaining of equipment where the authorized person: 1) Removes or bypasses a guard or other safety device; 2) Places any part of their bodies in or near a machine's point of operation; or 3) Places any part of their bodies in a danger zone associated with machine operations (i.e. nip points).

## *Follow the steps below to determine if the equipment requires LOTO.*

### Step 1: Is servicing and maintenance required for this equipment?

- If *Yes*, proceed to Step 2.
- If *No*, LOTO procedures do not apply. **(END)**

### Step 2: Is equipment electrically hardwired?

- If *Yes*, then this equipment will be covered under LOTO procedures and you must control electrical energy during maintenance operations.
  - Proceed to Step 3.
- If *No*, then this equipment is most likely not covered under LOTO procedures and you just need to have control of the plug during maintenance operations. You will still want to check for other potential hazardous energy sources.
  - Proceed to Step 3.

### Step 3: Does this equipment have more than one hazardous energy source?

(Remember THE COMPosition of Hazardous Energy – Thermal, Hydraulic, Electrical, Chemical, Other Energies, Mechanical, Pneumatic)

- If *Yes*, then this equipment does require a written Energy Control Procedure (ECP) detailing locations and LOTO techniques for all hazardous energies present.
  - CLICK HERE to use the EHS fillable ECP Template;
  - CLICK HERE for the Control of Hazardous Energy Responsibility Matrix;
  - CLICK HERE to create a Service Request in ATLAS (MIT certificate required) to schedule Department of Facilities assistance for energy isolation (if required).
  - Proceed to Step 4.
- If *No*, then this equipment does not require a written Energy Control Procedure (ECP) even though you must still control the electrical energy source. **(END)**

### Step 4: Who will be conducting the maintenance operations on this equipment?

- If it will be *lab personnel*, then they must be considered an Authorized user and follow the Energy Control Procedure, working with The Department of Facilities as needed. **(END)**
- If it will be the *vendor*, then make sure they have an Energy Control Procedure with all energy source locations listed by working with The Department of Facilities as needed. **(END)**

*Note: This document is related to the Equipment LOTO Determination Process Flow Chart.*