

Checklist for Periodic Inspection of MFD LOTO Employees

Employee being reviewed: _____ Inspectors name _____ Date: _____

Purpose: The purpose of this inspection is to ensure that employees understand how to perform the LOTO program activities that they are expected to do as part of their job.

Frequency: This inspection must be conducted on each MFD LOTO “authorized worker” at least annually. This is required by OSHA

What you will need: A copy of the SLAC LOTO program.

Directions: Explain to the employee the purpose (see above). Ask the employee each question in order. If their answer it adequately, check the “initial answer OK” box and move to the next question. If their answer is not adequate, discuss the topic with them until you are satisfied that they understand. Check the “after discussion - ok” box and move on to the next topic. If after discussion, you feel the employee still does not understand the topic, mark the “after discussion - not ok” box. The employee will need to get further training and return to the inspector and adequately answer the question before they area allowed to proceed with LOTO activities.

Record Retention: A copy of all completed inspections should be provided to 1) the employee 2) the employees’ supervisor 3) the MFD Safety Officer.

Question to ask employee		Answer/Notes	Initial answer	After discussion	
			ok	ok	not ok
1	Provide a copy of the most recent version of the SLAC Lock and Tag Program manual.	They should be able to produce either a hard copy or electronic copy of the July 6, 2005 version.			
2	Explain the purpose of LOTO.	To control potentially hazardous energy when performing service or maintenance on equipment or processes			
3	Provide several examples of the types of hazardous energy that might be controlled by LOTO.	Electrical, mechanical, hydraulic, pneumatic, chemical, thermal			
4	To apply LOTO you must be 1) trained and 2) qualified. Explain what is meant by “Qualified Worker”.	A “qualified worker” is one familiar with the construction and operation of the equipment and the hazards involved.			
5	Can you be “qualified” to lock out some equipment, but	Yes, it is likely for an individual to be considered “qualified” with			

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	unqualified to lock out other equipment?	regard to certain equipment in the workplace, but “unqualified” as to other equipment.			
6	LOTO procedures fall into two categories, what are they and how to they differ?	<p>General Lockout Procedure (GLP) - a generic procedure that can be utilized on equipment that is fairly straightforward to de-energize and lock out (it must meet all 9 criteria listed in Section 4.4 of the SLAC LOTO manual.</p> <p>Equipment Lockout Procedure (ELP) - are required for more complex equipment and processes (those that don't meet all 9 criteria), and define the specific steps to lock out the equipment.</p>			
7	How do you evaluate a piece of equipment to determine if a GLP or ELP is required?	The employee should go to Section (4.4 -4.6) of the LOTO manual and show you the process that one would go through to evaluate equipment.			
8	Ask the employee how they would <u>evaluate</u> a piece of equipment to see if the GLP can be used. (have them demonstrate the process they appear unsure of this)	They should walk through all the 9 elements to determine if a GLP can be applied. If it can not, they should conclude that an ELP is required.			
9	Have the employee show you the written GLP	Found in Section 4.5 of the LOTO manual			
10	Have the employee explain how they would <u>lock out</u> a piece of equipment using the GLP (have them demonstrate the process they appear unsure of this)	Ask them to explain the process as they go, like they were teaching someone what to do.			
11	Once you have safety de-energized and locked out a piece of equipment, is it ok for another worker to perform service on the equipment.	No, unless the other employee first applies their own LOTO.			
12	Are you authorized to do electrical work like change a fuse, re-set some internal breakers, troubleshooting with test instruments, or re-wire something?	If yes, continue to next question. If no, skip to question 14			
13	What type of permit or paperwork is required to do verification in order to perform electrical work?	An approved Electrical Work Plan (EWP) is required for the verification and any other live electrical work the job may involve.			
14	Do you ever lock out equipment that requires an Equipment Lockout Procedure (ELP)	If yes, continue to next question. If no, skip to question 19			
15	Describe the approval process for an ELP	The employee should be able to discuss the major approval steps 1) read procedure 2) receive instruction if necessary 3) be qualified to perform tasks required in the procedure 4) obtain			

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		/provide signatures on approval list on procedure.			
16	How is the “approval” documented?	Once a person is approved for an ELP, the approver adds their name to the approval list at the back of the ELP.			
17	What does your signature on the ELP approval list mean?	By signing the ELP, it indicates that you have read and understand the ELP.			
18	What should you do if you find an error or have an idea for a way to improve an ELP.	Mark up a copy of the ELP with your corrections or comments, and provide it to the equipment custodian.			
19	Are you ever required to work on equipment or processes that you are not that you are not qualified de-energize and lock out?	If yes, continue to next question. If no, skip to question 22			
20	Explain steps to take to work on equipment that they are not qualified/approved to lock out.	1. Usually start by contacting the area manager and requesting an authorized /qualified lock out the equipment. 2) After the authorized worker applies their lock, you apply their lock on the isolation points. 3) witness verification 4) perform work 5) remove lock 5) tell lead authorized worker lock removed?			
21	Once you have your lock on equipment that has been locked out by the lead authorized worker, can the lead authorized worker then remove his lock?	No, the lead authorized worker must leave their lock on until all other locks are removed. It is			
22	What should you do if you need to work on equipment that has already been locked out?	1) if it is equipment or process you are authorized and qualified to lock out: <ul style="list-style-type: none"> • confirm it has been locked out correctly • Apply your own lock • Perform verification If it equipment or process you are not authorized or qualified to lock out <ul style="list-style-type: none"> • Contact the lead authorized worker and ask them to have an authorized/ qualified person meet you at the area. • Apply your own lock(s) to the isolation point(s) • Have the authorized/qualified worker to show you verification that the item has been de-energized. • Perform work. The lead authorized workers lock must remain in place until you remove your lock 			
23	Do you supervise employees who apply LOTO?	If yes, go to the next question. If not, skip to question 27			

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24	How do you authorize your employees to apply LOTO?	Via the JAHM process.			
25	As a supervisor of employees who apply LOTO, what training are you required to have?	Yes, I must attend the lock & tag course (#157)			
26	Who is responsible for ensuring that employees are qualified to perform the work they are assigned?	Supervisor must ensure that employees are qualified to do the work they are assigned. Employees need to communicate to supervisors if they are assigned work they feel unqualified to do.			
27	Do you have the authority to “approve” personnel to use an ELP?	If yes, continue to next question. If no, inspection is complete.			
28	Describe what you do when approving someone to use an ELP	The approval requirements are documented in Section G of the MFD ELP documents.			
29	Who is responsible for ensuring the person being approved understands the procedure.	The person approving is responsible for ensuring the employee understands the procedure. If necessary, they need to provide the employee with procedure specific instruction from a knowledgeable person (walk them through the procedure).			

Areas of competence that employee demonstrated during this inspection:

yes/ no	How to apply LOTO using the GLP (to perform mechanical work)	yes/ no	Supervising personnel who apply LOTO
yes/ no	How to apply LOTO using the GLP (to perform electrical work)	yes/ no	Authorizing personnel to use an ELP
yes/ no	How to apply LOTO as part of a Group Lockout		

Checklist for Periodic Inspection of MFD Equipment Lockout Procedures (ELPs)

Document # of ELP: _____ Inspectors name _____ Date: _____

Purpose: The purpose of this inspection is to ensure that the ELP is effective is safely de-energizing the equipment or process.

Frequency: This inspection must be conducted on each procedure annually

Directions: Obtain a list of all of the MFD ELPs from the MFD Administrative associate. For each procedure, go through the inspections steps and then make your revision recommendations at the end.

Record Retention: A copy of all completed inspections and marked up procedures should be provided to 1) the equipment custodian 2) the MFD Safety Officer.

Review			Notes and Recommendations
1	ELP is on the web.	Yes / NO	
2	Equipment Custodian was able to provide copy of ELP.		
3	ELP version on the web and provided by equipment custodian are the same		
4	ELP approval signatures are complete		
5	The ELP clearly and adequately describes the steps to de-energize and lock out the equipment. Use a hard copy of the procedure to record corrections or improvement recommendations.		

Based on this review it is my opinion that a revision to the ELP is:

Required

Not required

Not required, but recommended

Equipment Custodian: See the inspection notes and marked up copy of procedure for corrections or suggested areas of improvement.