

LOTO- Seven Easy Steps

1. Identify- During your preconstruction meeting, identify any Veolia machinery or equipment that will be or could be impacted by your work.
2. Communicate- It is important to communicate the need to have equipment shut down and locked out prior to starting your work, with your Veolia Project Manager or MMSD Resident Inspector.
3. Familiarize- Attached to each LOTO box, located outside the shift supervisor office, is a LOTO procedure for that specific piece of machinery or equipment. Look over the procedure to help prepare for the walk down, ask for a copy to bring along on the walk down.
4. Walk Down- Prior to placing any lock on the LOTO box, walk down the machinery or equipment in question with a Veolia Employee. Your Veolia Project Manager or MMSD Resident Inspector can help connect you with the right employee to conduct the walk down with you.
5. RELEASE- Ensure that all stored energy has been released. Relieve, disconnect, restrain, block, or otherwise ensure, that all energy sources – electrical, mechanical, hydraulic, compressed, etc. – are de-energized.
6. APPLY- After having a Veolia Employee walk down the LOTO with you AND after ensuring that all stored energy has been released. Apply your lock to the LOTO box.
7. VERIFY- The most important step of any LOTO process is to verify a state of ZERO energy before starting work. Try the on-off switch or other controls to be sure the machine will not start.

Keeping these seven easy steps in mind will help keep you and fellow employees safe while working on equipment that has been or will be locked out. Remember NEVER take anyone's word for verification of zero energy, ALWAYS check for yourself BEFORE you apply your lock.

