

**LOTO
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BROOKHAVEN NATIONAL LABORATORY

LOTO NEWSLETTER

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LOTO Surveillances

During the month of August 2014, BNL organizations completed 24 Lockout/Tagout (LOTO) surveillances. Of those, 22 were found to have no deficiencies.

Number of noted items for improvement by LOTO sub-process—August 2014

LOTO Training	0
LOTO Planning	0
LOTO Application	2
LOTO Removal	0

Noted items for improvement—August 2014 LOTO Surveillance analysis

- LOTO lock was not personally identifiable
- LOTO Lock was not challenged after application

Lessons Learned: Lock box designation

Recently, at another national laboratory, while preparing to release a multi-point lockout/tagout (LOTO) it was discovered that one of the two keys controlling a portion of the lockout was not in the lock box. Upon further investigation, it was found that the second key had been controlled (locked) in another lock box located in the same area.

If there are two lock boxes in the same area, it might be easy to use the wrong one for keys or locks. How do we make sure that everyone involved in the LOTO uses the right lock box? Here are a few items to consider while work planning to help ensure the correct lockbox is used. Remember that simple planning up front can significantly reduce the possibility of an event.

- 1) Are your lock boxes uniquely identified?
- 2) Do your complex LOTO plans designate the lockbox to be used?
- 3) Is the lockbox to be used shown to workers during the walkdown/briefing?

Lessons Learned: Cord and Plug Equipment

At another national laboratory, a vendor performing repair work on a motorized vertical file system received an electrical shock when the vendor inadvertently brushed an energized 110-volt terminal block inside the equipment. The vendor had shut the power off using the file system on/off switch, but had not unplugged the unit's power cord. Remember that simply shutting off equipment does not ensure that all exposed conductors within the equipment are de-energized. If your work on cord and plug equipment could expose you to hazardous energy, either:

- 1) Unplug the equipment and keep the plug within sight and under your exclusive control, or;
- 2) LOTO the equipment according to the LOTO Subject Area.

LOTO SURVEILLANCE SUMMARY

As we approach the end of FY14, it is a good time to look back on our LOTO surveillances for the year.

During the last eight months, BNL has conducted 270 LOTO surveillances. Over ninety percent of these observations were completed without any findings. Let's keep up the good work and continue to improve. Here are the most identified areas for improvement noted in FY14.

Information on LOTO tags

Information on the tag helps identify the person who applied the LOTO and the reason for the LOTO. Most instances cited are due to the signature being unidentifiable.

Applying locks

When you are working on a job and a Complex Group LOTO is applied, it is important to understand when you need to apply a lock. Always check with the work planning team if you are not sure.

Challenging the LOTO lock

Ensure that your lock is securely in place before starting work.

Perform Zero Energy Verification

Never assume the system is de-energized. Always wear the appropriate PPE when performing zero energy verification.

Other items

Check everyone's training. Put Complex LOTO plans in writing. Identify isolation points. Work according to the plan. Watch for scope creep. Close out the job by logging tags when necessary and, of course, provide feedback to improve the process.