

## LOTO

### Practices

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BROOKHAVEN NATIONAL LABORATORY

# LOTO NEWSLETTER

Issue 2

02/24/2014

## LOTO Surveillances

As highlighted in the September 23, 2013 [Monday Memo](#), we are now taking a look at how well we are implementing the new LOTO Subject Area requirements. Last December, the LOTO Practices Working Group (LPWG) developed a process to monitor implementation. Members of the group created an observation (surveillance) process. They identified each group that performs LOTO within their BNL organization, discussed the process with management and other staff in their organizations, and worked to develop a schedule for the surveillances. The process was communicated back to the organizations through the LPWG members and presented to the ALD for ESH and the DOE local office.

Surveillances began last month. The initial observations show a high level of LOTO process knowledge among those who apply and oversee LOTO. A few items have been found that will be considered for improvement. The LPWG will look at the surveillances conducted in January and will summarize the results in the next newsletter. For more specifics on the LOTO observations, please contact any of the LPWG members.

## Best Practice - Open Discussions of LOTO Issues

Please discuss the following in your group meetings and see how they might apply to your present work. Proper work planning is **essential** to the LOTO process and open discussion within our organizations can help prevent problems before they happen. The following list of the top four causes that led to reportable LOTO-related events was taken from a presentation given by the DOE Office of Health, Safety and Security in 2010. They are still relevant today. For the complete presentation, visit [http://efcog.org/wg/esh\\_es/events/DOE\\_Elec\\_Safety\\_Workshop-2010/presentations/Review%20of%20Electrical%20LOTO%20Events.pdf](http://efcog.org/wg/esh_es/events/DOE_Elec_Safety_Workshop-2010/presentations/Review%20of%20Electrical%20LOTO%20Events.pdf).

### Top 4 work planning issues leading to LOTO reportable events

1. Job scoping did not identify special circumstances/ conditions
2. Work package preparation not adequate
3. Work planning not coordinated with all organizations involved
4. Planning not coordinated with input from walkdowns/task analysis

## Lessons Learned - Use of Rated PPE While Performing Zero Energy Checks

When planning to LOTO equipment for service and maintenance, remember that systems must be considered energized while performing zero energy checks. This means that appropriate work procedures, permits and Personal Protective Equipment (PPE) for energized work must be used during the LOTO process.

When performing LOTO for electrical hazardous energy, a properly filled out Testing, Troubleshooting and Voltage Measurement (TTVM) permit or equivalent work authorization procedure will identify what electrical PPE to wear, including when voltage-rated gloves are needed.

***Always wear voltage-rated gloves when they are required while performing electrical zero energy checks!***

## Worker Feedback:

A worker noted that a question on the LOTO surveillance form did not represent how their organization logged out/ closed out tags. The original question did not specifically address signing out and closing out LOTO tags as two separate actions.

As a result the LPWG changed the question from "Were tags logged per the organization's specific process?" to "Were tags logged **out** / **closed out** per the organization's specific process?"

This question now specifically covers both logging out and closing out of tags.

## Q and A

**Question** - Can you clarify the use of Master Lock # 31 and Master Lock #3 for LOTO at BNL?

**Answer** - As of May 8, 2013, only Master Lock Model #31 (BNL Stock #165064, silver-colored padlock with red band) may be purchased for LOTO at BNL.

The use of existing Master Lock Model #3 locks is allowable as long as the organization keeps track of them and understands the higher probability of duplicate keys. This applies to all contractors as well as BNL staff.

Got a question? Ask the LPWG!