

# YOUR SAFETY OUR PRIORITY

## LOCKOUT TAGOUT SELF AUDIT TOOL



Spectrum Industrial have created this self-assessment checklist to highlight and raise awareness on Lockout Tagout Tryout. Additionally, this will give the user an understanding on how their LOTO set up compares to best practice.

Upon completion, next step actions will be made clear to the client who can then request support to sufficiently improve the process, procedure & equipment. All relating to hazardous energy isolation and avoiding contact with moving machinery.

**142 Workers killed 2020/21 in workplace accidents**  
**142 fatalities, 65,427 non-fatal injuries, £16.2b estimated related costs\***

[www.hse.gov.uk/statistics](http://www.hse.gov.uk/statistics)

### Lockout Tagout is the best possible practice for the control of hazardous energy.

It's estimated that 120 fatalities and around 50,000 injuries are actually prevented directly due to the correct use of LOTO on hazardous energy every year. Yet, Lockout Tagout still seems to only be used to a fraction of the levels that it should be.

*Below you will see a checklist to compare your current processes to, if any areas are lacking or you feel could be improved. Spectrum are available to assist with improvements through free of charge consultations, surveys and product supply.*

#### What is your industry?

- Oil & Gas
- Heavy Manufacturing
- Food Processing
- Waste Processing
- Quarrying
- Transport Manufacturing/Maintenance
- Utilities
- Renewables  
(Wind Farm, Geo Therma Plants, Hydro Power Plants)
- Data Centres
- Construction
- Other – Please state.

#### Which of the below energy sources are present on site?

- Electricity
- Hydraulic pressure
- Pneumatic pressure/Steam
- Kinetic movement – Conveyors
- Liquids - gasoline or other fuels, chemicals, and water
- Gases - poisonous, suffocating, and explosive
- Gravity - Falls from height (Steep Conveyors), falling parts, or mechanisms that work with or against.
- Spring tension
- Moving parts  
fans, belts, gears, saw blades, and presses
- Extreme temperatures – Hot and Cold

# THE 10 STEPS OF LOTOTO

## LOCKOUT, TAGOUT, TRYOUT

DO YOU PROFICIENTLY AND CONSISTENTLY FOLLOW THESE FRAMEWORK STEPS?



PREPARE



TURN OFF / SHUT DOWN



LOCK-OUT



ZERO ENERGY



COMPLETION



NOTIFY



ISOLATE



TAG-OUT



TRY-OUT



RE-ENERGISE

- |               |     |                          |
|---------------|-----|--------------------------|
| 1.            | YES | <input type="checkbox"/> |
| PREPARE       | NO  | <input type="checkbox"/> |
| 2.            | YES | <input type="checkbox"/> |
| NOTIFY        | NO  | <input type="checkbox"/> |
| 3.            | YES | <input type="checkbox"/> |
| TURNOFF       | NO  | <input type="checkbox"/> |
| 4.            | YES | <input type="checkbox"/> |
| ISOLATE       | NO  | <input type="checkbox"/> |
| 5. LOCK/S     | YES | <input type="checkbox"/> |
| APPLICATION   | NO  | <input type="checkbox"/> |
| 6. TAG/S      | YES | <input type="checkbox"/> |
| APPLICATION   | NO  | <input type="checkbox"/> |
| 7. CONFIRM    | YES | <input type="checkbox"/> |
| ZERO ENERGY   | NO  | <input type="checkbox"/> |
| 8.            | YES | <input type="checkbox"/> |
| TRYOUT        | NO  | <input type="checkbox"/> |
| 9.            | YES | <input type="checkbox"/> |
| COMPLETE TASK | NO  | <input type="checkbox"/> |
| 10.           | YES | <input type="checkbox"/> |
| RESTORE       | NO  | <input type="checkbox"/> |



- **Do you currently use Lockout Tagout Equipment?** YES  NO
- **Do you feel the equipment volumes are adequate to complete each task effectively?** (Consider shutdowns, turnarounds, and outages) YES  NO
- **Does each padlock and key head have matching engraving?** (This could be a name, department or numerical) YES  NO
- **Do the padlocks come with 1 key, per lock?** (State your key system if alternative from Keyed to Differ) YES  NO
- **Do you allow time and/or have a process in place to relieve residual energy on intended tasks?** (A vital aspect of the LOTOTO process) YES  NO
- **Do you have an energy control programme in place for each piece of machinery?** (Isolation points, step by step protocol to control the hazardous energy) YES  NO
- **Is all the Lockout equipment available suitable for the potential tasks and equipment in its vicinity?** (All available equipment should be appropriately located for the tasks/equipment) YES  NO
- **Is the Lockout equipment within a 15 second walk from the intended point of isolation?** (Studies show that if this is the case, it's more likely the equipment will be utilised voluntarily) YES  NO
- **Have you developed a written programme, with process & procedures with all details that MUST be followed?** (Employers must ensure that an effective energy control program is in place) YES  NO
- **Do you have a training programme that delivers this effectively?** YES  NO
- **Have all of your affected employees been trained to a good standard?** (Covering awareness, real life scenarios, the consequences of inadequate LOTO, what LOTOTO is, how to implement effectively and how to follow an isolation procedure?) YES  NO
- **Has anyone ever worked under someone else lock?** (It's vital everyone works under their own lock on every task, this can be managed effectively in a few ways) YES  NO
- **Have you ever had to cut a lock off?** (Including contractors) YES  NO
- **Do you Try Out the success of you lockout tagout application before commencing the activity?** (The Tryout element should be a standard step before commencing the task) YES  NO



- **Do you utilize group lock boxes & hasps?** YES  NO
- **Do you control your lockout stock in an effective manner?**  
(Lockout Stations, permit offices, internal stores etc) YES  NO
- **When was the last time you reviewed your LOTOTO process, procedure & equipment? Please state** (If under 12 months see call to action below) YES  NO
- **Has each key number been recorded with the current supplier to ensure no duplicates on site?** YES  NO
- **Do you have any ATEX / explosive potential areas where the locks can be used?** YES  NO
- **If yes, are the locks and additional equipment nonconductive?** YES  NO

**Lockout Tagout is a process and procedure which makes up the best practice of isolation and having total control over hazardous energy. The equipment to provide and compliment the solutions is the final stage of any review.**

*If you have gone through this process and understand your requirements, please contact Spectrum Industrial to order your LOTO equipment.*

**IF YOU FEEL YOUR REQUIREMENT WOULD BENEFIT FROM A CONSULTATION AND ON-SITE SURVEY, PLEASE CONTACT US TO ORGANISE A DAY AND TIME WITH ONE OF THE SPECTRUM INDUSTRIAL EXPERTS.**



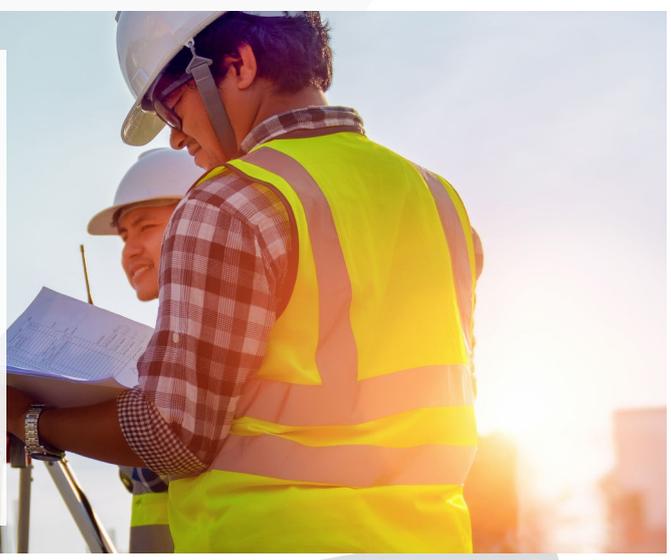
## Site Surveys

by **Spectrum** Services

**TO FIND OUT HOW SITE SURVEYS CAN HELP YOUR BUSINESS PLEASE CONTACT OUR SALES TEAM.**

By law the correct safety signage should be displayed in the appropriate locations and to current legal standards. If you are unsure of your legal obligations or have been notified by a regulatory body that your current signage is not adequate, our team of experts are on hand to offer a Safety Signage Survey for your Premises.

Machinery / Equipment Safety Survey. According to hse.gov there are hundreds of machinery and industrial equipment accidents every year. Our surveys will review your lock out tag out process for when machinery is undergoing repair or maintenance and provide advice on the process and products required to ensure when your machinery is safely isolated during repair or routine maintenance.



**Still need help?**  
Contact us at [sales@spectrum-industrial.co.uk](mailto:sales@spectrum-industrial.co.uk) where one of our expert team will be happy to help.