

Lock Out/Tag Out



It's estimated that maintenance activities are the cause of a quarter of fatal accidents at work. The hazards and risks involved in these activities include moving parts of machines, stored energy in machines, electrical risks, material discharging, falls from height and a lack of training, instruction and supervision. Lock out/tag out is a safety procedure that involves isolating the machinery, plant and equipment in which energy is used, stored or created in order to control these risks.

This online course will enable you to recognise the hazards and risks of maintenance, servicing, repair and inspection activities and the importance and role of risk assessments in LOTO. It will also guide you through the seven steps of LOTO.

Module One - Introduction to Lock Out/Tag Out (LOTO)

This module introduces LOTO and explains why it is essential for health and safety at work, and the typical kinds of machinery and other work equipment involved. It also considers the main health and safety risks, the key controls required to ensure health and safety using LOTO and the legal responsibilities of employers and others.

- Key terminology
- Hazards and risks
- Other risks during LOTO
- Types of machinery and plant involved in LOTO
- Power and energy hazards
- Risks from failures to ensure LOTO
- Case studies
- Legal requirements
- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations (MHSWR) 1999
- The Provision and Use of Work Equipment Regulations (PUWER) 1998

Module Two - Risk Assessment and Safe Systems of Work

This module outlines the five steps to a risk assessment in detail and highlights the importance of the hierarchy of control and safe systems of work (SSoW) (including the relevance of LOTO procedures).

- The five steps to a risk assessment
- Who should carry out the risk assessment?
- Step 1: Identify the hazards
- Step 2: Decide who might be harmed and how
- Step 3: Evaluate the risks and implement controls
- Step 4: Record your findings
- Step 5: Review and update
- The hierarchy of control and LOTO
- Safe systems of work (SSoW)
- Permits-to-work during LOTO

Module Three - Safe Systems of Work for Lock Out/Tag Out

This module outlines the seven steps of a LOTO procedure, and goes into detail about what is required at each step. It also describes the role and responsibilities of those involved in LOTO.

- General requirements
- The seven steps of LOTO
- Step 1: Preparation
- Step 2: Initial information and training
- Supervision and monitoring
- Emergency procedures
- Step 3: Initial isolation of work equipment
- Step 4: LOTO - lock out of work equipment
- Step 5: LOTO - tagging and tests
- Step 6: Communication and monitoring
- Step 7: Completion of work and return to service

Aims of the course

By the end of this course, learners will:

- Recognise the importance of the seven steps of LOTO for safety during the isolation and maintenance of machinery, plant and equipment, including the hazards and risks that it helps to control.
- Determine which types of work activity cause risk.
- Recognise the legal duties of employers and workers involved in LOTO procedure.
- Understand the importance and role of risk assessment in LOTO.
- Recognise the importance of supervision of work, and of training, instruction and information to those involved in the work.