

2.2 Responsibilities:

Academic Departments are responsible for:

- Ensuring that all machinery and equipment owned within their department requiring LOTO have documented and up-to-date procedures.

Principal Investigators, Technicians, and Staff are responsible for the following:

- Creating written LOTO procedures and ensuring that they are maintained up-to-date. All LOTO procedures must be made readily available to Affected, Authorized, and Laboratory Safety personnel.
- Ensuring that Affected and Authorized individuals receive LOTO training as specified in this policy.
- Ensuring that Affected and Authorized individuals are following all written LOTO procedures at all times, and that there is no deviation from written procedures during actual work.
- Purchasing and maintenance of LOTO equipment in compliance with OSHA regulations and as described in this policy.
- Conducting periodic LOTO procedure inspections as required by OSHA and this policy.

Affected Individuals are responsible for:

- Reading and comprehending all written LOTO procedures for the machinery and equipment they operate and that are within their work area.
- Reporting unsafe LOTO conditions to PI's, Technicians, and Laboratory Safety.
- Respecting all LOTO devices attached to machinery or equipment and following all written LOTO procedures at all times.

Authorized Individuals are responsible for:

- Reading, comprehending, and following all written LOTO procedures for the machinery and equipment they are authorized to perform LOTO on.
- Ensuring that Affected Individuals are made aware of all implementations of LOTO work before it occurs.
- Ensuring that Affected Individuals are made aware of when work is completed, and when LOTO has been removed.
- Reporting unsafe LOTO conditions to PI's, Technicians, and Laboratory Safety.

Laboratory Safety is responsible for:

- Providing PI's, Technicians, and Staff with assistance to ensure that appropriate LOTO procedures are written.
- Periodic auditing of written LOTO procedures.
- Auditing of the application of actual LOTO on machinery or equipment to ensure policy compliance and personnel safety.