

2.4 LOTO Training Requirements

Initial Training

The supervising department shall provide training to ensure that the purpose and function of the energy control program are understood by all affected individuals and that the knowledge and skills required for the safe application, usage, and removal of energy controls are acquired by authorized individuals. Training shall include the following:

1. Each authorized individual shall receive training in the recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation and control.
2. Each affected individual shall be instructed in the purpose and use of the energy control program.
3. All other individuals whose work operations are or may be in an area where energy control procedures may be utilized, shall be instructed about the procedure, and about the prohibition relating to attempts to restart or reenergize machines or equipment which are locked out or tagged out.
4. Supervising departments shall maintain a current list of authorized individuals. A copy of the list of authorized individuals must be uploaded to BioRAFT and made available upon request.

Retraining Requirements

Retraining shall be provided for all authorized and affected individuals whenever there is a change in their assigned responsibilities, a change in machines, equipment, or processes that presents a new hazard, or when there is a change in the energy control procedure. Additional retraining shall also be conducted whenever a periodic inspection reveals, or whenever the supervising department has reason to believe, that there are deviations from, or inadequacies in the employee's knowledge or use of the energy control procedures. The training shall reestablish an individual's proficiency and introduce new or revised control methods and procedures, as necessary.

Training Recordkeeping

The supervising department will maintain all Lockout/Tagout records. These records must include: Certification that an individual's training has been completed and is being kept up-to-date. The certification shall contain, at a minimum, each individual's name, date(s) training occurred, and a brief summary of the training. Records of training must be retained for the duration of employment for faculty and staff, and duration of enrollment for students. Training records may be kept using the Lockout/Tagout Procedure Inspection Form in **Appendix C**, or through a similar documentation system maintained by the department. All LOTO training records must be uploaded to and maintained in the Documents section of BioRAFT.