

### 2.8 Breach of Lockout/Tagout

Breach of LOTO involves the removal of a lock or tag by a person who does not own the lock or tag attached to a machine or piece of equipment. A Breach of LOTO Form (located in **Appendix E**) must be completed any time someone else's lock or tag must be removed. This includes circumstances when an authorized individual intends to remove and replace a LOTO device with his or her own device. Breach of LOTO is a last resort procedure, and must only be used in rare circumstances where the original owner cannot personally remove his or her lock or tag. Every effort must be made to contact the owner of the lock or tag and have them personally remove it. The physical whereabouts of the lock/tag owner must be determined to ensure their safety. The machine or piece of equipment must also be inspected to determine the current operational status. If the owner of the lock or tag cannot be notified prior to removal, he or she must be notified immediately upon return to the work location. Laboratory Safety must be consulted prior to completing a Breach of LOTO if the personnel identified in the **Appendix E** Breach of LOTO Form cannot be contacted, or if any safety concerns arise at any point during the procedure.