



**RIT Contractor Notification Form for  
Control of Hazardous Energy (Lockout Tagout)**

1. The work you will be performing at the Rochester Institute of Technology (RIT) involves the use of lockout/tagout devices and procedures.
2. The servicing or maintenance of RIT's equipment/machinery is only authorized through the use of your company's Control of Hazardous Energy (Lockout Tagout-LOTO) Program. Your Program is required to be in compliance with OSHA's Control of Hazardous Energy (LOTO) Standard - 29 CFR 1910.147 and 29 CFR 1910.333.
3. The energy source hazards of the machine/equipment involved with the work you will be performing at RIT include (filled out by RIT dept. or Host the contractor is working with):

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4. RIT requires the following precautions to be taken for our employees around or near the equipment/machinery being serviced/maintained where you will be working:
  - notify department before beginning LOTO process;
  - eliminate energy source hazards before servicing/maintenance work begins; and
  - follow RIT LOTO machine/equipment specific written procedures.
5. RIT employees can be involved with any tasks related to this LOTO process. The host contractor and RIT employees must work together when group LOTO efforts are required.

By signing this notification you acknowledge your understanding that your work at RIT will involve the need to follow procedures for notification of RIT employees and affixing the appropriate locks and tags or energy isolating devices on machines and equipment to disable the machinery/equipment during maintenance or service work.

Lockout Tagout Location(s): \_\_\_\_\_

RIT FMS/Housing Host's Name/Phone Number:

\_\_\_\_\_

Contractor's Name/Phone Number (printed): \_\_\_\_\_

Company: \_\_\_\_\_

Contractor Signature: \_\_\_\_\_ Date(s): \_\_\_\_\_

**COMPLETED FORMS CAN BE FAXED TO: RIT ENVIRONMENTAL HEALTH & SAFETY at (585) 475-2966 OR SEND ELECTRONICALLY TO PPVEHS@RIT.EDU.**