



SUPERVISOR INSTRUCTIONS:

- Use toolbox trainings to encourage safety/environmental discussions during monthly meetings with employees.
- Campus Services' employees should maintain the employee sign-in sheet in their department's safety/environmental compliance binder as a record of training. All other groups should maintain a record of training in accordance with their Division's training procedures.

Lockout/tagout (LOTO) programs are designed to prevent accidental startup of machines or equipment and to prevent the release of stored energy during servicing or maintenance. Through the use of specific procedures that involve applying locks and/or tags as direct controls, equipment is isolated from energy sources and injuries to workers are prevented. LOTO is utilized to protect both authorized and affected employees. This training explores the differences between the two and addresses what is expected of employees who aren't authorized to perform LOTO, but who may be required to operate equipment on which maintenance is being performed or whose job may be in the vicinity of the equipment/machines that are being serviced.

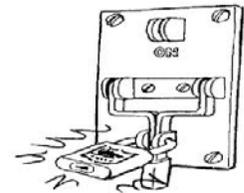


“Authorized” (Qualified) Employees

An authorized employee is a person that locks out and tags out equipment or machines in order to perform servicing or maintenance on that machine or equipment. An affected employee becomes an authorized employee if the employee's duties include performing servicing or maintenance covered under the Energy Control Standard ([29CFR1910.147](#)).

Authorized employees are trained in:

- Recognition of applicable hazardous energy sources.
- The type and magnitude of the energy available in the work place.
- The methods and means necessary for energy isolation and control.



“Affected” Employees

Affected employees are those whose job requires them to use a machine or equipment on which service or maintenance is being performed or work in an area in which servicing is being performed. Affected employees need to understand the LOTO procedures and why they are important. Affected employees must never attempt to lock out equipment themselves or attempt to restart equipment that has been locked out or tagged out.

Basic Lockout Tagout Procedures

(This is a general overview; each piece of equipment/machinery has its own LOTO procedures).

Authorized employees must follow proper shut-down procedures. These procedures include:

- Preparing for lockout and notifying other employees that lockout is about to occur.
- Turning off the equipment and isolating or releasing any stored energy.
- Placing locks on the energy controls.
- Testing the controls and electrical circuits to make sure the equipment can't be energized.

SAFETY/ENVIRONMENTAL TOOLBOX TALKS – LOCKOUT/TAGOUT – AFFECTED EMPLOYEES

NOTE: If LOTO is interrupted for testing or positioning equipment, the procedures must start over from the beginning.

When the work is finished and the equipment is ready to be restarted, the authorized employee must follow proper start up procedures. These procedures include:

- Making sure all employees are a safe distance from the equipment.
- Removing all tools from the area.
- Re-installing any machine guards.
- Removing lockout devices and re-energizing the equipment.
- Notifying employees that equipment has been re-energized.

Accidents that occur with operating machinery are usually very serious and often fatal. That's why lockout/tagout is so important, and why these LOTO Procedures should always be followed. Additional training through the Environmental Health and Safety Office is required for "authorized" employees in the Lockout/Tagout Program.



UNLESS YOU ARE AN AUTHORIZED EMPLOYEE, DO NOT ATTEMPT TO RESTART ANY MACHINE OR EQUIPMENT THAT HAS BEEN LOCKED OUT OR TAGGED OUT!!!



Questions for Discussion

1. Can affected employees lock out equipment?
Answer: No! Only authorized employees can lock out equipment.
2. What is the purpose of lockout/tagout procedures?
Answer: The purpose of lockout/tagout procedures is to prevent unexpected energization, start up or release of stored energy in order to prevent injury to employees.
3. Can all machines have the same lockout/tagout procedures?
Answer: No! Each type of equipment must have its own equipment specific procedures for LOTO.