

Lock-Out/Tag-Out for Affected Employees

Objective

Ensure that Lock-Out/Tag-Out (LOTO) affected employees are aware and understand their role and responsibilities within the LOTO Program.

What is LOTO?

Specific practices and procedures to safeguard employees from the unexpected energization or startup of machinery and equipment, or the release of hazardous energy during service or maintenance activities.

LOTO applies whenever an authorized employee performs services or maintenance on equipment/machinery that requires the authorized employee to remove or bypass a guard or safety device or requires the employee to place any part of his/her body at the point of operation of the equipment/machinery.

LOTO Basics

All employees fit into one of the following.

- ✓ "Authorized Employee"
Services equipment & authorized to apply LOTO.
- ✓ "Affected Employee"
Operates or uses the equipment being services under LOTO.
Not permitted to perform the LOTO procedure.
- ✓ "Other Employee"
Works in an area where LOTO is being used.

Authorized Employees Responsibilities

- Shut down equipment/machines. Assistance from Affected Employees may be necessary to ensure proper shutdown and identification of isolation locations.
- Apply locks/tags.
- Verbally notify all Affected and Other Employees that shutdown is about to commence.
- Explain the purpose and use of the specific energy control procedure to be applied.
- Verbally notify all Affected and Other Employees of removal of locks/tags and that restart of equipment is about to commence.

Affected Employees Responsibilities

- Provide assistance to Authorized Employees, as requested, for the proper shutdown and identification of isolation locations.
- Do not attempt to start equipment/machines that are locked or tagged out.
- Do not attempt to remove or tamper with locks or tags for any reason.
- Removal of locks/tags or the startup of equipment/machines could endanger the lives of those performing the work.

How injuries occur during the servicing of equipment?

- 10% of all injuries while servicing equipment are the result of equipment activation by someone else.
 - Don't be responsible for injuring someone else.

Types of Hazardous Energy

- Electrical
- Pneumatic
- Hydraulic
- Mechanical
- Thermal
- Chemical
- Radiation
- Steam
- Spring Driven
- Suspended Parts

Some energy sources can be turned on/off.

Others can only be dissipated or controlled.

When is LOTO applied?

“ . . . During the servicing of equipment...”

Adjusting

Inspecting

Modifying

Replacing parts

Clearing Jams

Lubricating

Cleaning

Tool Changes

Common LOTO devices used on Campus



Cord End Lock



Breaker Box lock



Toggle Switch Lock



Gate Valve Lock



Ball Valve Lock



Lock-Out/Tag-Out Kit

Summary

- LOTO is used to prevent injury from hazardous energy sources during servicing/maintenance of equipment/machines.
- Injuries and even fatalities can occur if locks/tags are unknowingly removed or equipment/machine started by non-Authorized employees.
- Affected Employees:
 - Provide assistance to Authorized Employees, as requested, for the proper shutdown and identification of isolation locations.
 - Do not attempt to start equipment/machines that are locked out or tagged out.
 - Do not attempt to remove or tamper with locks or tags for any reason.

Approval and Authority

This policy is approved through the Physical Plant. These devices are used by Physical Plant employees.

Questions

Please direct any questions about this policy to the Physical Plant.