



Safety Matters

Brought to you by



August 2007

Lockout/Tagout Policy

The Lockout/Tagout Policy (LOTO), established by the U.S. Department of Labor, protects employees from injury by placing a lock or attaching a sign to equipment that might unexpectedly startup or release energy during routine maintenance and repair. OSHA standards require that all people working on LOTO rated machines be properly trained and certified before servicing the equipment.

LOTO Procedure

- 1. Identify and Isolate Energy Sources** – Prior to work on any piece of equipment, employees and contractors should lock out or de-energize all energy sources and isolation points identified by their employer.
- 2. Lock and Tag** – After all potential energy sources have been verified and eliminated a lock or tag must be placed on the energy device in accordance with an established procedure, indicating that the energy isolating device shall not be operated until the removal of the lock or tag.
- 3. Test the Controls** – An employee or contractor must test equipment to ensure de-energization has taken place before more work can occur on the tool.
- 4. Perform the Work** - Supervisors and managers must carry out regular spot checks to ensure the Lock Out/Tag Out program is being followed properly.
- 5. Remove Locks and Tags** - Lock and Tags can only be removed by the original installer when the equipment is safe to re-start.



Key LOTO Definitions

Accountable Key System - A system where a key is physically removed from one position and inserted and captured in another lock to enable a system or to provide personnel access to controlled areas.

Affected Employee - An employee whose job requires operating or using a machine or equipment on which maintenance, servicing, or construction is being performed under lockout or tagout.

Authorized Employee - A "qualified" employee who implements lockout/tagout procedures on machines or equipment to perform the maintenance, servicing, or construction on the machines or equipment.

Energized Electrically - Connected to a source of voltage. Group Lock/Operations Lock Systems are used to protect personnel in complicated situations or when shift changes or personnel transfers reduce the effectiveness of the one person.

Lockout Box - A lockable box used to store lockout keys for complex systems.

Lockout Device - Distinctive device that uses a positive means to secure energy sources and prevent the energization of machinery or equipment.

Log - An auditable record maintained by any means, including in a book or in a computer. Entries in the log should include all those normally entered into a log book.

Log Book - A bound journal or notebook with numbered pages for maintaining an auditable record of the use of lockout/tagout.

Qualified Employee - An employee familiar with the construction and operation of equipment, the danger involved in working with hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods necessary to isolate and control the energy source.

Supervisor - A line supervisor or a formally designated (in writing) alternate. All line supervisors of workers who perform lockout/tagout must qualify at least at the "knowledgeable authorized employee" level for lockout and tagout work.

Tagout Device/Hold Tag - An approved tag.

Training - A formalized, documented program within each organization, which must be established and must conform to state and government standards.

For more information about Lockout/Tagout, click [here](#).

Remember... Safety Matters.

