

Lockout / Tagout (LOTO) Rules

Facilities Management personnel under the supervision of the Assistant Director of Facilities Management will be authorized for group lockout/tagout operations.

Basic Rules for Using Lockout or Tagout System Procedure

All equipment shall be locked out or tagged out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. Do not attempt to operate any switch, valve, or other energy isolating device where it is locked or tagged out.

Preparation for Lockout or Tagout

Make a survey to locate and identify all isolating devices to be certain which switch(s), valve(s) or other energy isolating devices apply to the equipment to be locked or tagged out. More than one energy source (electrical, mechanical, or others) may be involved (Type(s) and Location(s) of energy isolating means).

Sequence of Lockout or Tagout System Procedure

Notify all affected employees that a lockout or tagout system is going to be utilized and the reason for the lockout or tagout. The authorized employee shall know the type and magnitude of energy that the machine or equipment utilizes and shall understand the hazards thereof. If the machine or equipment is operating, shut it down by the normal stopping procedure (depress stop button, open toggle switch, etc.) Operate the switch, valve, or other energy isolating device(s) so that the equipment is isolated from its energy sources(s).

Stored energy (such as that in springs, elevated machine members, retaining flywheels, hydraulic systems, and air, gas,, steam, or water pressure, etc.) must be dissipated or restrained by methods such as repositioning, blocking, bleeding down, etc. (Type(s) of Stored Energy-methods to dissipate or restrain). Lockout and/or tagout the energy isolating devices with assigned individual lock(s) or tag(s) (Method(s) Selected; i.e., locks, tags, additional safety measures, etc.). After ensuring that no personnel are exposed, and as a check on having disconnected the energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate (Type(s) of Equipment checked to ensure disconnections). CAUTION: Return operating control(s) to "neutral" or "off" position after the test. The equipment is now locked out or tagged out.

Restoring Machines or Equipment to Normal Production Operation

After the servicing and/or maintenance is complete and equipment is ready for normal production operations, check the area around the machine or equipment to ensure that no one is exposed. After all tools have been removed from the machine or equipment, guards

have been reinstalled and employees are in the clear, remove all lockout or tagout devices. Operate the energy isolating devices to restore energy to the machine or equipment.

Procedure Involving More Than One Person

In the preceding steps, if more than one individual is required to lockout or tagout equipment, each shall place his/her own personal lockout device or tagout device on the energy isolating device(s). When an energy isolating device cannot accept multiple locks or tags, a multiple lockout or tagout device (hasp) may be used. If lockout is used, a single lock may be used to lockout the machine or equipment with the key being placed in a lockout box or cabinet which allows the use of multiple locks to secure it. Each employee will then use his/her own lock to secure the box or cabinet. As each person no longer needs to maintain his or her lockout protection, that person will remove his/her lock from the box or cabinet.

Non-University Contractors

All Non-University employees working for contractors on University property or in contract for the University must abide with the University's Lockout/Tagout Policy. Written verification as to the contractors policy and implementation of a Lockout/Tagout Program will be supplied to the University upon request.