

Fact Sheet: Lockout/Tagout

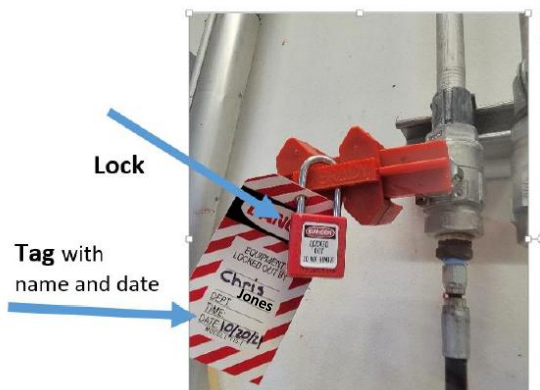
What Affected Employees Should Know

Everyone knows that equipment should be turned off before service or repairs are attempted. But did you know that although it is off, there is still some energy stored up in the machine? Commercial equipment can store enough energy to suddenly start up and injure workers.

Lockout/tagout (LOTO) is a safety program that prevents the accidental releases of energy and keeps employees from being injured while equipment is being serviced or repaired.

What is tagout device? Tags are placed on equipment to warn workers that it is unsafe to use. The tag will have the name of the person who applied it and the date it was applied. Tags are used only as a warning because they are easy to remove.

What is lockout device? Locks are placed on equipment to prevent the accidental release of energy during repairs or service. This also prevents any other worker from turning machinery back on before the repairs are completed. A step-by-step process is followed to safely de-energize the equipment.



CAUTION – Although on/off switches, emergency ‘e-stop’ buttons, computer boards, and safety interlocks are safety features, they are **NOT** energy isolating devices. They can easily be turned on and off and they do not prevent accidental start-up. These safety features should never be used in place of a LOTO program.

TYPES OF HAZARDOUS ENERGY:

- Electric
- Hydraulic
- Pneumatic
- Thermal
- Gravitational

POTENTIAL INJURIES:

Amputation

Cuts

Burns

Fractures

Electrocution

Chemical Hazard

Do not put your life or the lives of others at risk.

Only authorized employees can use and remove locks and tags.



Who is an affected employee? Many employees use energized equipment. Once you receive training on a machine, you are permitted to use it and change settings & attachments. *Affected workers* are employees whose job requires operation or use of equipment. However, servicing or maintenance may only be performed under lockout/tagout by an authorized employee.

Who is an authorized employee? An *authorized employee* has been trained to repair or service the equipment at CSUDH. They know the type of energy used and have been trained to de-energize each piece of equipment. They will lock and tag the equipment so that it is safe for them to work on it. Authorized persons at CSUDH may include maintenance technicians, engineers with the Central Plant, and contracted service repair staff.

What do I do if my equipment breaks down? Equipment that is not operating properly (e.g. clogged, misaligned, gets hot, smokes, or makes unusual sounds) should be turned off and reported to your manager immediately. You or your manager must submit a work order through Work Control. Do not try to repair it yourself. Affected employees are only permitted to operate equipment, not repair it.

What do I do if the equipment I need is locked? If the equipment is locked, it means that you cannot use it. Go to your supervisor for instructions. Do not try to remove the tag or lock. Doing so may put the lives of yourself and others at risk.

What are my responsibilities? All CSUDH employees are responsible to follow safety rules and to report safety concerns. Affected employees must:

- Report equipment problems immediately
- Do not attempt to repair impaired or inoperable equipment
- Do not remove tags or locks
- Do not attempt to start or use locked or tagged equipment

What are my rights? You have the right to be properly trained on equipment before using it. You also have the right to learn about the CSUDH LOTO program and report any violations. If you have any questions or doubts about how to work safely, ask your supervisor right away.