

Fact Sheet: Lockout/Tagout

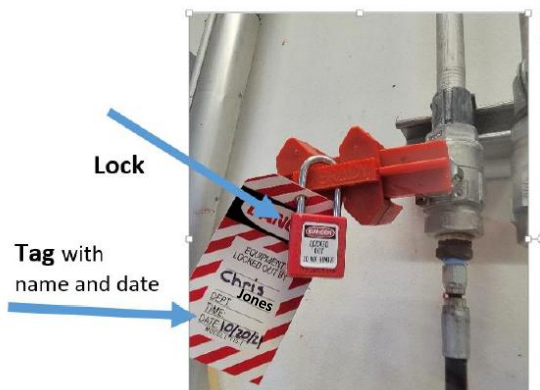
What **Authorized** Employees Should Know

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

Yes, LOTO can delay your work... but a short delay can be the difference between life and death.

**Leave no doubt.
Lock it out.**



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 happens when equipment breaks down? Affected employees should know that equipment that is not operating properly (e.g. clogged, misaligned, gets hot, smokes, or makes unusual sounds) should be turned off and reported to their manager immediately. They will submit a work order through Work Control. As an authorized

employee, you may respond to a repair request provided that you are trained to perform the work.

What are CSUDH's LOTO protocols? Equipment requiring LOTO has illustrated instructions that show what type of energy is used, where the lockout point is, and what type of locking device is used. New maintenance & engineering employees must be provided with LOTO training with the step-by-step instructions to de-energize the equipment and re-energize it when the work is completed.

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

- Follow the written LOTO procedure for each piece of equipment
- Communicate repairs with their manager
- Report abuse and LOTO violations

What are my rights? The law requires that CSUDH provides annual refresher training as well as an annual audit of LOTO procedures. You have the right to be properly trained to repair and service equipment and how to follow LOTO procedures. You also have the right to be provided with appropriate locks and tags. If you have any questions or doubts about how to work safely, ask your supervisor right away.