Lock-Out / Tag-Out

Training for Affected Employees
Occupational & Environmental Safety
Duke University & Health System

Do you know if Lock-Out/Tag-Out applies to you, and if so, do you know if you are an “Affected Employee” or “Authorized Employee?”

Have you taken your OESO online training for Lock-Out/Tag-Out?

Confirm your status with your supervisor

Definitions

- **Affected Employee**: An employee whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under LOTO, or whose job requires him/her to work near servicing or maintenance of equipment.

- **Authorized Employee**: A person who Locks or implements a Tag-Out system procedure on machines or equipment to perform the servicing or maintenance on that machine or equipment.

 Why control hazardous energy during servicing and/or maintenance of machines and equipment?

Maintenance on machinery or equipment in which energy has not properly been controlled can result in:

- ELECTROCUTION.
- BURNS.
- CRUSHING INJURIES.
- LIMB AMPUTATIONS.
- OTHER SERIOUS INJURIES.
- PROLONGED HOSPITALIZATION.
- DEATH.

Definitions

**Energy Isolation Device**: A mechanical device that physically prevents the transmission or release of energy.

**Push buttons, selector switches and other control circuit type devices are NOT energy isolation devices.**

**Capable of being locked out**: An energy isolating device is capable of being locked out if:

- it has a hasp or other means of attachment to which a lock can be affixed
- locking mechanism built into it. (Required on installations after 1/2/90)

**Energy Source**: Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.
Lock-Out/Tag-Out Devices

Lock-Out devices should be substantial enough that they cannot be easily removed (need Bolt-cutters).
- Tag-Out devices must be substantial enough that they cannot be inadvertently removed exposure to the elements will not cause the tag to deteriorate or become illegible.
- Lock-Out/Tag-Out devices must be only used for Lock-Out/Tag-Out
- Must be standardized within the facility in color, shape, or size.
- Must indicate the identity of the individual applying the device(s).

Lockout-Tagout (LOTO)

Frequently Asked Questions (FAQ)

- **When does LOTO apply?** LOTO applies whenever the employee performs service or maintenance on equipment/machinery that requires the 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.

- **What do we have to do to be in compliance with the LOTO standard?** 1) Designate employees as either “affected” or “authorized.” 2) Provide training. 3) Develop written procedures. 4) Conduct an annual inspection.

- **What is the difference between an authorized and an affected employee?** An authorized employee is one who performs LOTO in order to conduct service or maintenance on equipment/machinery while an affected employee is one who works in or around the area in which service or maintenance is being performed. An affected employee is not permitted to perform the LOTO procedure.

- **What is the difference between the initial training provided by OESO and the training provided by the department supervisor?** The training provided by OESO is a general classroom type of training whereas the training provided by the department supervisor is a machine/equipment specific, hands-on training.

- **When does an employee need to be retrained?** Any time there has been a change in job assignments, machines, equipment, or procedures or when the employee fails to properly follow LOTO procedure.