



The
UNIVERSITY
of VERMONT

Physical Plant Department
SAFETY SHORT

WORKSAFE

LOCK OUT/TAG OUT (LOTO) Written Procedures

What is "lockout/tagout"?

"Lockout/tagout" refers to specific practices and (written) procedures to safeguard employees from the unexpected energization or startup of machinery and equipment, or the release of hazardous energy during service or maintenance activities. This requires, in part, that a designated individual turns off and disconnects the machinery or equipment from its energy source(s) before performing service or maintenance and that the authorized employee(s) either lock or tag the energy-isolating device(s) to prevent the release of hazardous energy and take steps to verify that the energy has been isolated effectively. If the potential exists for the release of hazardous stored energy or for the reaccumulation of stored energy to a hazardous level, the employer must ensure that the employee(s) take steps to prevent injury that may result from the release of the stored energy.

- Pursuant to OSHA, employers must develop, document, and use specific procedures to control potentially hazardous energy when employees are servicing equipment or machinery [29 CFR 1910.147(c)(4)(i)].
- **HOWEVER**, the employer need not document (in writing) the required procedure for a particular machine or equipment, when all of the following elements exist:
 - The machine or equipment has a **single energy source** that can be readily identified and isolated.
 - The machine or equipment has **no potential** for stored or residual energy, or for re-accumulation of stored energy **after shut down**, which could endanger employees.
 - The isolation and locking out of that energy source **will completely de-energize and deactivate the machine or equipment**.
 - The machine or equipment is isolated from that energy source and locked out during servicing or maintenance.
 - A single lockout device will achieve a locked-out condition.
 - The lockout device is under the **exclusive control** of the authorized employee performing the servicing or maintenance.
 - The servicing or maintenance does not create hazards for other employees.
 - The employer has had no accidents involving the unexpected activation or re-energization of machines or equipment during servicing or maintenance.