

Lock-out/Tag-out

In the event that hazardous energy is not adequately controlled, SJSU employees who service or maintain equipment could be seriously injured. While equipment is being repaired or serviced, lock-out/tag-out procedures stop the release of potentially dangerous energy sources such as steam, electricity, and mechanical hazards. Staff members who perform lock-out/tag-out procedures, as well as those who use or work near potentially locked-out equipment, must be properly trained.

Why is Lock-out/Tag-out Important?

Lock-out/tag-out procedures keep employees working on energized equipment safe from serious injuries and fatalities. Machines that are not properly locked and tagged out can cause injuries such as amputations, burns, electrical shocks, and crushed fingers and limbs. Hazardous energy sources include electrical, steam, mechanical, hydraulic, pneumatic/vacuum, compressed gas, chemical, and thermal.

Affected/Authorized Employees

Affected/authorized employees are required to take lock-out/tag-out training.

- **Affected Employees:** Affected employees are staff whose job requires them to operate or work around equipment that may be locked-out/tagged-out. They are not authorized to perform lock-out/tag-outs but must be aware of program requirements.
- **Authorized Employees:** Authorized employees perform the actual lock-out/tag-out procedures. ONLY authorized employees may perform lock-out/tag-out procedures (e.g., electricians, plant operators, plumbers, and HVAC mechanics).

How is Equipment Locked and Tagged Out?

- Authorized personnel must notify affected employees that their equipment will be locked/tagged out.
- Turn off (isolate) all energy sources and lock and tag them (some equipment may have multiple energy sources; a lock and tag should be attached to each one).
- Check for 'zero' energy with a meter and/or by attempting to start the equipment.
- When the work is completed, the authorized employees will remove the locks and tags, ensure the equipment's safety, and notify the affected employees that it is complete.
- If multiple employees are using the same piece of equipment, each employee must place their own lock and tags before starting work. This is referred to as a group lockout.



Lock-out/Tag-out vs. “Out-of-Use”

- “Out-of-Use” equipment involves locks and tags, however, it is NOT the same as a lock-out/tag-out.
- Equipment is considered “out-of-use” when it needs to be de-energized and secured but does not meet the OSHA definition of lock-out/tag-out because no one is actively working on the equipment.
- Energizing out-of-use equipment may cause damage to the equipment or surrounding area. Remember: DO NOT operate equipment that has been locked and tagged out or indicated as “Out-of-Use”.

References

- Regulation: OSHA-1910.147: Lockout/Tagout in General Industry
- OSHA: [Control of Hazardous Energy- Lockout/Tagout](#)
- OSHA: [Lockout/Tagout Fact Sheet](#)