



UNIVERSITY OF
GEORGIA

Facilities Management Division

Lockout/Tagout

-Control of Hazardous Energy-

FACILITIES MANAGEMENT DIVISION

1180 East Broad Street

Athens, Georgia 30602

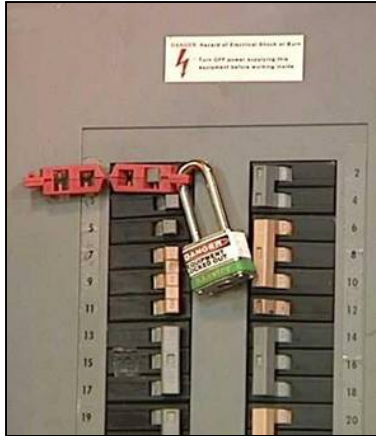
Lockout/Tagout

The practice and procedure to shut down equipment, isolate it from its energy source(s), and prevent the release of potentially hazardous energy while maintenance and servicing activities are being performed.



Energy Sources

- Hydraulic
- Pneumatic
- Electric
- Chemical
- Mechanical
- Thermal
- Water under pressure
- Gravity



Why lockout/tagout is necessary

- Prevents injury due to unexpected startup of equipment or released energy
- Maintenance/ servicing operations often require employee to place part or all of his/her body into machine's point of operation



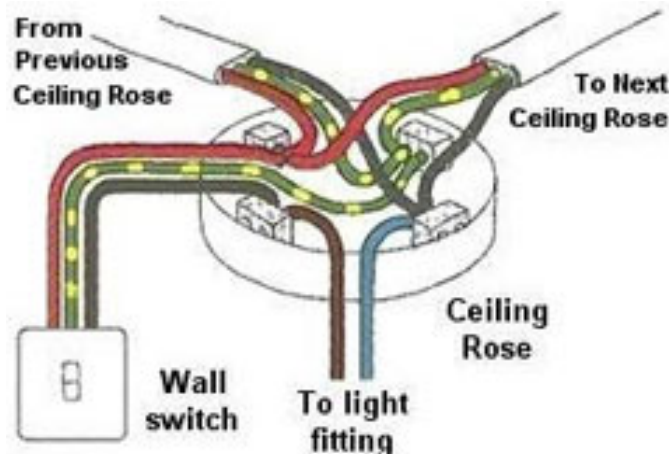


UGA Hazards

- Each piece of equipment has its own set of procedures for lockout. It could be as simple as un-plugging it from the power supply
- Training should be given to each employee who will use and/or service the equipment
- Periodic audits should be performed to ensure the equipment is working properly, and to make sure everyone using the equipment knows how to de-energize the equipment

Job Hazard Analysis

- Identify energy sources prior to working on a piece of equipment
- Use environmental and engineering controls, **such as Lockout/Tagout**, THEN use PPE to eliminate injury or exposure potentials

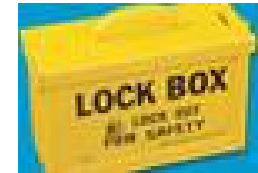


Steps for lockout/tagout

- Prepare for shutdown
- Shut down machine or equipment
- Isolate machine or equipment from energy source and apply lockout/ tagout devices
- Release stored energy
- **Verify** the lockout and release of stored energy



Lockout devices



The lock must identify the person who applied it



Tags

The tag's legend must include the following types of statements:



**DO NOT START
DO NOT OPEN
DO NOT CLOSE
DO NOT ENERGIZE
DO NOT OPERATE**



Lockout devices

The attachment for a tag must be:

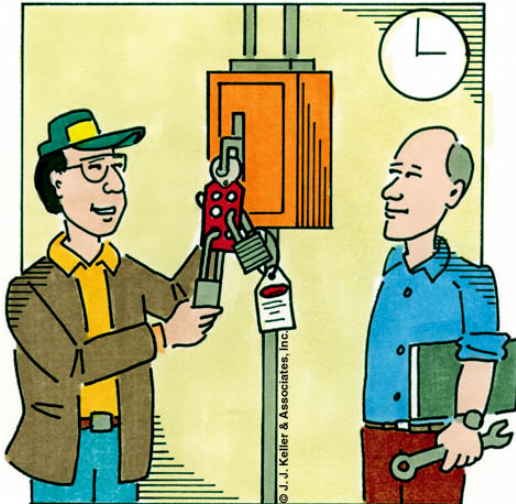
- non-reusable
- attachable by hand
- self-locking and non-reusable with locking strength of 50 pounds
- equivalent to a one-piece, all-environment-tolerant nylon cable tie



"I knew I should have used lockout/tagout!"

Restoring energy to the equipment/machine

The employee who applied the lock is ALWAYS the one who removes it



Each FMD Shop should have an annual refresher on the types of lockout/tagout devices used.

Need Additional Information?

- Shop Supervisor
- Facilities Safety Office 2-1141
- UGA Environmental Safety Division
- Equipment Manufacturer
- www.osha.gov/dts/osta/lototraining/index.htm



**UNIVERSITY OF
GEORGIA**
Facilities Management Division