



SAFETY SPOTLIGHT

Lock-Out/Tag-Out Safety

Subpart J of the Code of Federal Regulations (CFR), section 1910.147 address the requirements for the Control of Hazardous Energy, also known as Lock-Out/Tag-Out (LOTO). This standard covers the servicing and maintenance of machines and equipment in which the unexpected energizing or startup of a machinery or the release of stored energy could injure an employee.

Under these regulations, employers are required to provide affected employees with the proper training and equipment to ensure the employee can safely secure all sources of hazardous energy involving any equipment that needs to be serviced. While electrical energy is the most common, you must also assess exposures to mechanical, hydraulic, pneumatic, chemical, steam and thermal energy. Further, gravity and stored energy sources must be factored into the evaluation prior to servicing. Items such as springs under tension and overhead loads must be accounted for before personnel begin the maintenance process.

Lock-Out refers to the placement of an approved lock-out device on the energy control source for a piece of equipment that will isolate the energy leading to the equipment to prevent startup. *Tag-out* refers to the placement of a warning tag on the lock-out device to warn people that the equipment is being serviced and cannot be energized until the lock-out device is removed.

Training must be provided to all personnel that will perform service work on any equipment where the potential for hazardous energy exists. These service personnel may include custodians, maintenance, mechanics, grounds personnel and trades staff. They are designated as “Authorized Personnel” under the regulations since they are the employees that would actually perform the service work and implement lock-out/tag-out procedures. Employees that would not perform the actual service work, but work with equipment that must be locked out or work in an area where lock out would be conducted are known as “Affected Personnel”. They also must have documented lock-out/tag-out training.

Employers are required to maintain a written Lock-Out/Tag-Out Program that details the various job hazards related to hazardous energy and proper lock-out procedures for all expected exposures to the employees. This program must provide specific details on how to lock-out and secure all types of equipment that employees are expected to service. The program must be reviewed at least annually for changes and more often if new equipment is added or procedures change.



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**Over 120 people die each
year and more than 60,000
are injured as a result of
improper LOTO
procedures!**

John Geitz
JIF Safety Coordinator
(P) 856.218-8772
safetyfirst@comcast.net

Implementing Your LOTO Safety Program

- Work with your Facilities Manager to thoroughly review all maintenance and service work that would potentially expose employees to any form of hazardous energy. You must identify all potential sources of energy, not just electrical. This includes simple tasks such as changing outlets, light switches, electrical fixtures, etc. If it can hurt you, it **MUST** be locked out!!
- Determine the best procedures for safely securing equipment in need of servicing. Some sensitive electronically-controlled equipment may need special shut down procedures to prevent damage. Others may require lockouts in multiple locations.
- Develop a written Control of Hazardous Energy (LOTO) Program that details proper training for personnel and procedures for securing equipment in need of maintenance or service. **NOTE:** The JIF has developed and previously distributed a LOTO Program template that can be modified for your district. A copy is available upon request from the JIF Safety Coordinator.
- Determine what employees will be designated as Authorized and Affected personnel and provide the appropriate level of safety training. **NOTE:** The JIF provides this training free of charge to member districts upon request.
- Ensure you have all the required lock-out devices to properly secure equipment in need of servicing. This may include circuit breaker lockouts, gate valve lockouts, ball valve lockouts, plug lockouts, designated locks and warning tags. **NOTE:** Samples of this equipment have been previously distributed by the JIF to member districts. A limited supply of LOTO equipment is available upon request.
- The following link is to a checklist from the NJ Safe Schools Manual that you may find useful when implementing or evaluating your LOTO Program.

<http://www.state.nj.us/education/schools/safeschools/check44.PDF>

If you need any assistance or have any questions, please contact the JIF Safety Coordinator, John Geitz at (P) 856.218-8772 or safetyfirst@comcast.net



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John Geitz
JIF Safety Coordinator
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