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Title <i>LOCKOUT-TAGOUT</i>	Effective Date 05/15/12

Purpose

Control of hazardous energy is the purpose of a Lockout-Tagout (LOTO) Program. This procedure establishes the requirements for isolation of both kinetic and potential electrical, chemical, thermal, hydraulic and pneumatic and gravitational energy prior to equipment repair, adjustment or removal. This procedure is not a Lockout-Tagout Program though, and exists for general LOTO knowledge for the majority of employees at UAA as well as to serve as a reminder that all functioning LOTO programs must be created through EHS. UAA has a very robust LOTO program, but it must be written and adapted to each location.

Definitions

An **Authorized Employee** is an employee who is trained and certified to lockout and/or tagout equipment.

An **Affected Employee** is an employee whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tagout, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.

Other Employees are identified as those that do not fall into the authorized, affected or qualified employee category. Essentially, it will include all other employees.

Training

Authorized Employees Training

All authorized employees will be trained in accordance with the LOTO program which has been written for their work-center. They will not be authorized to accomplish work under LOTO until they have received training.

Affected Employee Training

Affected employees will be trained in the purpose and use of the appropriate LOTO program and that they may not remove locks, locking devices, or tags from machinery, equipment, or circuits and that only Authorized Employees will repair, replace, or adjust machinery or

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equipment. In addition, they will be trained in the limitation of tags including:

- Tags are essentially warning devices affixed to energy isolating devices, and do not provide the physical restraint on those devices that is provided by a lock.
- When a tag is attached to an energy isolating means, it is not to be removed without authorization of the authorized person responsible for it, and it is never to be bypassed, ignored, or otherwise defeated.
- Tags must be legible and understandable by all authorized employees, affected employees, and all other employees whose work operations are or may be in the area, in order to be effective.
- Tags and their means of attachment must be made of materials which will withstand the environmental conditions encountered in the workplace.
- Tags may evoke a false sense of security, and their meaning needs to be understood as part of the overall energy control program.
- Tags must be securely attached to energy isolating devices so that they cannot be inadvertently or accidentally detached during use.

Other Employee Training

All other employees will be trained that they may not remove locks, locking devices, or tags from machinery, equipment, or circuits and that only Authorized Employees will repair, replace, or adjust machinery or equipment.