

## Control of Hazardous Energy - Lockout/Tagout

**PURPOSE:** This policy establishes guidelines to control hazardous energy, aka lockout/tagout (LOTO) and covers the servicing and maintenance of machines and equipment where the unexpected energization or startup of the machines or equipment, or release of stored energy could result in injury. The policy is applicable for employees.

### TERMS & DEFINITIONS

Energy sources include electrical, mechanical, hydraulic, fluids/gases, chemical, thermal or other energy sources such as kinetic/gravitational.

### POLICY:

1. Each campus shall establish a control of hazardous energy safety program. At a minimum, the program will address:
  - a. Energy control procedures that include:
    - i. Steps for shutting down and affixing LOTO devices to disable the equipment to prevent unexpected energization, start-up or release of stored energy
    - ii. Steps for placing, removing, and transferring of lockout devices
    - iii. Requirements for testing and verifying effectiveness of lockout devices
  - b. Roles, responsibilities and training
  - c. Means to communicate requirements to contractor personnel when applicable.
  - d. Machine specific LOTO when applicable
  - e. Program management and review
2. The use of lockout devices is the preferred method; however, the use of tags may be used when circumstances warrant it.
3. The application of LOTO does not apply to cord and plug connected equipment if hazards are controlled by unplugging the equipment and the plug is controlled by the employee performing servicing or maintenance.

**PROCEDURES & PRACTICES:** Refer to control hazardous energy procedural guide for details. If after reviewing you have any questions, please reach out to EHS for clarification.