



California State  
University **Chico**

# **The Control of Hazardous Energy Lockout/Tagout**

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## Record of Revisions

Revision	By	Date	Description of Revisions
1	YS	11-2015	Review of Program ~ minor changes.
2	YS	05-2016	Review of Program. Additions made to Section 5.3.
3	YS	12-2017	Reviewed Program ~ minor changes made to Section 2.
4	YS	02-2018	Reviewed Program. Moved Record of Revisions to beginning of Manual. Removed Sub-section 5.5 Program Evaluation and Revision.
5	KW	10-21-21	Reviewed Program. Amended section 2.4 to address Repetitive Process Machines.
6	HCL	07-11-2023	Section 1.0: Add terms and definitions for Group Lockout/tag out, Individual Lockout/Tagout, Single Authorized Employee, and Tag Out.
7	HCL	5/21/2025	Section 4.3: Added explanation of exception and exception procedures.

**Legend:**

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## Section 1.0 Introduction

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### 1.1 History of the OSHA Lockout/Tagout Program

Effective January 2, 1990, the Federal Occupational Safety and Health Administration (OSHA) passed Section 1910.147 of Title 29 Code of Federal Regulations. The intention of this law was to reduce the amount of accidents, injuries, and fatalities caused by the release of stored energy during routine or non-routine maintenance of equipment or machines. The State of California has also adopted similar regulations that are located in California OSHA Title 8, §2320.4-6 and §3314.

### 1.2 Objective

The objective of the Lockout/Tagout Program is to prevent accidents that may cause injuries including (but not limited to) pinching, crushing, cuts, slices, burns, shocks, electrocution, or death that may be caused by unexpected energization or startup of machines or equipment, or the release of stored energy from machines and equipment when maintenance or servicing operations are taking place. Lockout/Tagout procedures are also required to protect employees from using machines or equipment that are unsafe and awaiting service or repair.

### 1.3 Definitions

- **Affected Employee** is an employee whose job requires them to operate or use a machine or equipment on which cleaning, repairing, servicing, setting-up, or adjusting operations are being performed under lockout or tagout, or whose job requires the employee to work in an area in which activities are being performed under lockout or tagout.
- **Authorized Employee or Person** is a qualified person who locks out or tags out specific machines or equipment in order to perform cleaning, repairing, servicing, setting-up, or adjusting operations on that machine or equipment. An affected employee becomes an authorized employee when that employee's duties include performing cleaning, repairing, servicing, setting-up, or adjusting operations.
- **Group Lockout/Tagout** is when multiple people are scheduled to service or operate equipment under the company's lockout/tagout procedure.
- **Individual Lockout/Tagout** is a single authorized employee who is scheduled to service or operate equipment under the company's lockout/tagout procedure.
- **Locked Out** is the use of devices, positive methods, and procedures, which will result in the effective isolation or securing of prime movers, machinery, and equipment from mechanical, hydraulic, pneumatic, chemical, electrical, thermal, or other hazardous sources.
- **Normal Production Operation** is the use of a machine or equipment to perform its intended production function.
- **Prime Mover** is the source of mechanical power for a machine.
- **Single Authorized Employee** is an authorized individual who will assume the majority of the responsibility for ensuring "Group Lockout/Tagout" procedures are completed properly and that those involved are aware of the lockout/tagout clearances. This employee is responsible for leading those who are assisting with the task and placing the group lockout and tagout devices on isolation devices. The Single Authorized Employee will coordinate any lockout/tagout practices between contractor employees and crews, in accordance with the company's lockout/tagout program.



- **Tag Out** is used to indicate and warn potential users that the tagged equipment should not be operated while the tagout device is in place. The tagout device takes the form of a tag and a means of attachment. The device is securely attached to an energy-isolating device, in accordance with the established procedures.

## Section 2.0 Procedures

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### 2.1 Scope

The scope of these procedures establishes the minimum performance standards required to ensure that machines and equipment are isolated from all hazardous energy sources, either potential or actual, and that they are properly locked. Lockout/Tagout procedures must be in place prior to an affected employee engaging in the servicing or maintenance of any piece of equipment or machinery. This applies in any situation where the unexpected energization of start-up or release of the stored energy to a machine or equipment has the potential to cause injury to an affected and/or authorized employee.

### 2.2 Responsibility

It is the responsibility of each Department Manager or Supervisor to develop a written lockout/tagout procedure specific to each machine or type of equipment used by affected employees. The procedures shall be in accordance with this document and the requirements of CAL-OSHA. It is the Managers or Supervisors responsibility to ensure that all aspects of the Lockout/Tagout Program are understood and are being followed by affected and authorized employees. Annual inspections and documentation shall be performed as outlined in **Section 5.4** of this document.

Affected and authorized employees shall be trained on the safety and the importance of lockout/tagout procedures on all equipment and machines they are required to operate or use. A new affected/authorized employee, or any existing employee that has been transferred, shall be trained on all equipment in the new work area. All affected/authorized employees shall be trained if new machines or equipment are utilized. At no time are affected/authorized employees to perform service or maintenance on any equipment or machine alone, or as a team, if the employees have not received safety training specific to lockout/tagout procedures.

### 2.3 Preparation for Lockout/Tagout

Read the owner's manual and carefully survey the machine or the equipment to locate and identify all controlling devices to be certain which isolating device(s) (i.e., switches, levers, valves, etc.), apply to the machine or the equipment. It is important to note that more than one energy source may be involved, and that the energy sources may be of a different nature (i.e., electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy).

### 2.4 Sequence of Lockout/Tagout System Procedure

#### 2.4.1 Notification/Competence

Notify all affected employees that a lockout/tagout system is to be utilized on a machine or equipment and specify the reason the system is being installed. The authorized employee initiating the lockout/tagout shall be aware of and understand the type and magnitude of the energy the machine or equipment utilizes and shall perform the appropriate procedures required to lockout all potential energy sources. The affected and authorized employees are



required to know which hazards are present and understand the dangers associated with the particular machine or equipment.

#### *2.4.2 Shut Down*

If the equipment or the machine is currently being operated, it shall be stopped following the normal shut-down procedures. All machinery or equipment shall have the power source de-energized or disengaged.

#### *2.4.3 Isolation*

Operate the energy isolating device (i.e., switch, valve, lever, etc.) to verify that the equipment has been completely isolated from the energy source. Stored energy (such as that in springs, rotating parts, capacitors, hydraulic pressure, and air, gas, steam, or water pressure) must be dissipated or restrained by methods such as mechanical blocking, bleeding down, repositioning, etc., as required to ensure the energy is no longer a hazard. Other movable parts shall be mechanically blocked out or locked out as necessary to prevent accidental movement, and/or to prevent the release of stored energy during cleaning, servicing, and adjusting operations.

#### *2.4.4 Control/Locks*

Locks shall be placed so that the energy isolating devices may not be operated without the removal of the lock. Accident Prevention Tags shall be placed on the lock or as close to the lock as physically possible. These tags must be clearly visible, readable, and of an approved design.

#### *2.4.5 Accident Prevention Tags and Signs*

Accident Prevention Tags or Signs shall be approved by a Supervisor. Accident Prevention Tags and Signs shall include, at a minimum, the date the tag is placed on the machine or equipment, the name of the person to whom the lock and tag belong, the department in which that person works, the telephone number of the department, and the job supervisor, if different than the person to whom the lock belongs, and the expected time of job completion. Accident Prevention Tags and/or Signs shall be placed both on the controls of the machine or equipment and at the power source of the machine or equipment as needed to ensure all affected employees are aware that a lockout/tagout is in place.

Accident Prevention Signs, Tags, Padlocks, and Seals shall have a means by which they can be readily secured to the controls. Tagout device attachment means shall be of a non-reusable type, attachable by hand, self-locking, and non-releasable with a minimum unlocking strength of no less than 50 pounds.

#### *2.4.6 Ensuring Proper Lockout*

To verify that the machine or equipment has been isolated, clear the operating area around the machine or equipment. After ensuring that no affected employees are in an area of possible exposure, operate the proper button(s) or operating control(s) to verify that the machine or equipment will not operate.

*CAUTION: Return all of the proper controls to the "neutral" or the "off" position after the test.*

#### *2.4.7 Notification of Lockout/Tagout*

Notify all affected or potentially affected personnel that the equipment is now locked and tagged out.



A verbal or an email notification to other workers may be used to supplement the placement of the accident prevention tag. This is recommended if equipment is expected to be locked and tagged out for a significant amount of time.

#### 2.4.8 Exceptions

An exception applies to the placement of lockout/tagout devices and accident prevention tags or signs when:

*Work on cord and plug-connected electric equipment for which exposure to the hazards of unexpected energization or start-up of the equipment is controlled by the unplugging of the equipment from the energy source and by the plug being under the exclusive control of the employee performing the work.*

If the equipment being serviced or repaired is left unattended at any time, both accident prevention tags and an appropriate lockout device shall be placed on the equipment.

#### 2.4.9 Repetitive Process Machines

On repetitive process machines, such as numerical control machines, which require power to maintain indexing and where repairing, adjusting, setup, or testing is not possible with the power disconnected, the following conditions apply.

- The operating station where the machine is activated must be always under the control of the operator.
- All participants must be in clear view of the operator or in positive communication with one another.
- All participants must be beyond the reach of machine element that pose a hazard.
- If a machine operator must leave the operating station, any machine elements that may move rapidly if activated must be separately locked out by positive means.
- During repair procedures where mechanical components are being adjusted or replaced, the machine must be de-energized or disconnected from power.

## Section 3.0 Restoring to Normal Operations

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### 3.1 Restoring of Equipment to Use

When all required servicing and/or maintenance is completed, clear the operating area of all affected employees. Check the machine or equipment carefully to ensure that it is ready and is safe to return to normal production operations.

### 3.2 Removal of Lockout/Tagout

Only after all tools have been removed from the machine, accounted for, and the guards have been reinstalled and properly adjusted (as needed), the authorized employee may remove all accident prevention tags, signs, and lockout/tagout devices.



### 3.3 Machine Start-Up

Reconnect or re-establish contact with the energy source for the machine or equipment. Operate the energy isolating devices to restore the proper energy level to the machine or equipment. Verify the machine or equipment is operating properly.

## Section 4.0 Procedures Involving More Than One Person \_\_\_\_\_

### 4.1 Procedures

Maintenance and servicing operations that require more than one person will require that each team member follow the preceding steps. Each person who is involved in any part of the operation will be required to post accident prevention tags or signs and lockout/tagout the equipment as if he/she were the only one working on the equipment. No team member will have the capability to remove any other team member's lock. If the actual energy isolating device cannot accept multiple locks, then an approved hasp will be used to facilitate the multiple locks. All hasps shall be approved by the Supervisor.

### 4.2 Equipment

If it is not physically possible for all of the authorized employees in the operation to have an individual lock, then only one lock will be used. The key to this lock will be placed in a designated lockout/tagout cabinet, and all the team members will then apply their locks to a multiple lock hasp that will secure the keys in the cabinet.

### 4.3 Lock Removal Procedures

As each authorized employee involved in the servicing or maintenance operation completes his or her part, they will then remove their lock. Upon removal of any lock the authorized employee removing the lock will inform his or her job Supervisor.

**4.3.1 Exceptions:** In the rare situation where the employee who placed the LOTO device is unavailable to remove it, another person can remove it under the strict direction of the employer, provided the employer adheres to specific procedures.

Exception Procedure:

- **Verification:** The manager or designee must verify that the authorized employee who applied the lock is not at the facility.
- **Contact Efforts:** Reasonable efforts must be made to contact the employee to inform them that their lock will be removed.
- **Direction:** The removal must be done under the direction of the University (typically management or a designated authorized person).
- **Safe Removal:** The University must ensure that the employee is not exposed to hazardous energy during the removal process.
- **Notification:** The University must inform the employee that their lock has been removed before they resume work at the University.
- **Documentation:** A record of the lock removal must be created, including the date, the reason for removal, attempts to contact the employee, the person who removed the lock, and notification to the employee before the employee resumes work at the facility.



#### 4.4 Shift Change/Hand off

If lockout/tagout is in place and will remain through another work shift or personnel change, communication shall be made to the Supervisor or Manager to ensure that the next shift of affected and/or authorized employees is aware of the lockout/tagout. There shall be an orderly transfer and/or sign over of all lockout/tagout devices, and as necessary actions shall be taken to ensure there is no interruption of lockout/tagout program. The Supervisor or Manager is responsible for notifying the next shift Supervisor or Manager, who shall be responsible for notifying all employees who may be affected by the lockout/tagout.

#### 4.5 Outside Contractors

Contractors shall be provided a copy of the Lockout/Tagout Program and shall be required to adhere to the Program. The Supervisor, Manager, or Project Manager shall ensure the Contractor understands the Program. Contractors shall provide their own lockout/tagout devices and tags or signs. In the event both a contractor and University employees are working on the same equipment or machine(s), the employee shall also place his or her lockout/tagout devices and tags/signs to the equipment or machine. Both parties shall follow all procedures in this Program to ensure there are no accidental or unexpected releases of hazardous energy.

## Section 5.0 Rules

### 5.1 General Rules

Any and all equipment or machines that are subject to maintenance or repair that are not part of the normal production operation of the equipment or machine shall be provided with an accident prevention tag or sign and be locked and tagged out. This is to eliminate the possibility of unexpected or accidental activation resulting in the release of hazardous energy during the service or repair operations. This rule shall apply at all times when an accidental or unexpected activation could cause any injury or death to an affected employee.

### 5.2 Training

All personnel shall be trained in the recognition of accident prevention tags and signs and lockout/tagout devices. This training will emphasize the rule that employees are to never attempt to activate equipment or machines that are locked out or tagged out. Employees shall be trained to understand to **never** remove any energy isolating device unless authorized and have performed all safety functions in accordance with **Sections 3.0 through 3.2.** of this document.

### 5.3 Machine and Equipment Specific Procedures

Lockout/tagout procedures shall be specific to each machine or type of equipment and shall be documented. The procedure shall include the proper steps for shutting down, isolating, blocking and securing machines to control hazardous energy. The procedure shall also include steps for the placement, removal, and as needed, the transfer of lockout and tagout devices. Employees shall be trained to be aware of specific hazards relative to each machine and type of equipment.

### 5.4 Periodic Inspections and Documentation

Authorized employees or Supervisors shall conduct periodic inspections of energy control procedure(s) applicable to specific machines or equipment at least annually to evaluate the continued effectiveness and determine if it necessary to update the written procedures. The



inspection shall be conducted by an authorized employee or person other than the one(s) utilizing the hazardous energy control procedures being reviewed.

Where lockout/tagout procedures are used for hazardous energy control, a periodic review between the Supervisor or authorized employee and the affected employee shall be performed to ensure the employees understand both the requirements and their responsibilities under the Hazard Control Program.

It is required that periodic inspections are performed and are documented. The documentation shall include: the identification of the machine or equipment, the hazardous energy control procedure being utilized, the date of the inspection, all employees included in the inspection and/or review, and the name of the person performing the inspection or review.