



Tagout - The placement of a tagging device on an energy-isolating device, which indicates that the energy-isolating device and the equipment being controlled must not be operated until the tagging device has been removed. Tags shall be attached at the same location as the lockout device. Only standard tags will be used. Tags will be used for no other purpose than lockout, and shall be substantial enough to prevent removal without the use of excessive force or unusual techniques. Tagout devices shall be attached using cable tie or other device with a minimum unlocking strength of no less than 50 pounds. Try to ensure tags are easily visible to anyone entering the area. Ensure that all tags are completely and correctly filled out.

## **AUTHORIZATION**

***Only Authorized Employees may initiate or remove Lockout-Tagout procedures.***

Authorized employees are trained and equipped in Lockout-Tagout procedures.

Employees whose work assignment includes activities such as installation, maintenance or repair to equipment are required to Lockout-Tagout equipment. Authorization to implement and release a Lockout-Tagout can only be performed by a trained employee or contractor following University established guidelines.

A Lockout or Tag may only be removed by the individual who installed that Lockout or Tag. When either is found on equipment, that equipment may not be used until the Lockout or Tag has been removed by that individual who installed that Lockout or Tag.

Each unit or department utilizing the Millersville University program for the control of hazardous energy shall establish site-specific procedures for energy isolation. Specialized lockout devices shall be obtained and kept within the department for its use.

If such work is performed by a contractor, he/she must provide all required equipment and personnel to complete the work. Operations contracting such work will inform contractors of University procedures and confirm that contractor's procedures are compatible with University procedures.

## **LOCKOUT-TAGOUT RULES**

The Lockout-Tagout technique must be used for any work that requires the removal or disabling of guards or interlocks from equipment.

Tagout only procedures can be used only if lockout procedure is not possible and tagout is at least equally effective at protecting worker safety. When using tagout only procedures, take additional steps to prevent unexpected energization (e.g., remove valve hand wheels, locking control switches, etc).

## **LOCKOUT-TAGOUT TECHNIQUE**

Workers assigned a task requiring Lockout-Tagout must follow this procedure:

Isolating Energy Sources: Shutdown

1. Notify affected employees that the equipment is about to be shut down and locked out.
2. Shut down the equipment using normal stopping procedure.
3. Locate all of the energy-isolating deg

contractor Lockout-Tagout devices and must ensure, themselves, that the equipment they are performing service work, repair, or maintenance on, is properly deenergized, Locked and Tagged.

### **SHIFT OR PERSONNEL CHANGES OF LOCKOUTS**

Some repair and service tasks require more than a single shift to complete. For these, Lockouts/Tagouts must remain in place for the entire task.

To allow a shift change, the relieving shift worker must install their lock to the Lockout device before the original lock is removed. The relieving shift worker(s) must notify the outgoing shift worker(s) that the Lockout-Tagout devices are being changed.

## **TRAINING**

The heads of departments or their designated representatives are required to provide training to ensure that employees understand the purpose and function of the energy control program and know how to use Lockout-Tagout devices properly and in accordance with this Management Directive. All employees who must perform Lockout-Tagout procedures will be trained.