

# Lockout-Tagout Procedure

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## Definitions

**Lockout** – The placement of a safety lockout device on an energy isolating device (such outlet, plug, circuit breaker, etc.) ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

**Tagout** – The placement of a tag on an energy isolating device to indicate that the energy isolating device and the equipment being controlled may not be operated until the tag is removed.



OSHA Regulation 1910.147, the control of hazardous energy, requires employers to establish and implement a written procedure for the lockout/tagout of machinery for service and maintenance procedures. Employers must select appropriate lockout devices for use in their facilities, and provide training to all affected parties.

Lockout procedures must also be used during normal operations when an operator removes a guard or other safety device to clear a jam, to clean, to apply lubrication, or to change or adjust tooling. OSHA does not require the lockout procedure for minor adjustments or service activities if they are part of normal operations, if the unexpected energization or startup of equipment would not affect the employee's safety, and if appropriate protection is provided to the employee.

This procedure establishes the minimum requirements for the lockout of energy isolating devices. It shall be used to ensure that equipment is isolated from all potentially hazardous energy before RISD authorized persons perform any servicing, setup, or maintenance activities.

**A copy of the full Lockout-Tagout Procedure may be obtained from the Environmental Health and Safety Department.**

