



## Lockout/Tagout

### *What Employees Need to Know*

#### ***Introduction:***

There are machines and equipment in our workplace which require periodic servicing and maintenance. The unexpected start-up of these machines/ equipment or uncontrolled release of energy from them could cause injury to employees (e.g., electrocution).

***What is “Lockout/Tagout”?*** Lockout and Tagouts are the ways maintenance personnel control hazardous energy from being released when they are working on a piece of equipment.

***Hazardous Energy*** includes things like electricity, steam, and compressed gas.

***Lockout:*** A physical lock that holds a switch in the off position or holds shut a valve so hazardous energy cannot be released while the maintenance is occurring.

***Tagout:*** A paper or plastic tag that is placed on a breaker/switch, or valve that warns other people not to operate it. Tagouts are used when a Lockout cannot be used.

#### ***OSHA Requirements:***

The Occupational Safety and Health Administration (OSHA) requires a program to control hazardous energy during the servicing and maintenance of machines and equipment. The regulation requires that everyone who may come across a lockout or a tagout is aware of what it is and what it means.

#### ***How this applies to YOU:***

Lockouts and Tagouts protect lives and ensure human safety. You may be working in or walking through an area where a Lockout or Tagout is being used. **If you see one, DO NOT TOUCH IT!!! Someone’s life may be at stake!**

#### ***Questions or Problems:***

If you see a problem with a tagout (e.g., torn or ripped, fallen off), inform your supervisor/team leader and the maintenance person identified on the tag immediately. If you have any other questions or concerns about the Lockout/Tagout program, contact your local facilities and maintenance supervisor or your safety coordinator.



*This Alliant Risk Control Consulting fact sheet is not intended to be exhaustive. The discussion and best practices suggested herein should not be regarded as legal advice. Readers should pursue legal counsel or contact their insurance providers to gain more exhaustive advice.*

For more information on this topic, please contact Alliant Risk Control Consulting at (949) 260-5042 or [riskcontrol@alliant.com](mailto:riskcontrol@alliant.com)