

Snapshots!

**Lockout TagoutProgram**

**<http://ehs.psu.edu/lockout-tagout/overview>**

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**Who does this program apply to?**

* University employees and contractors who service, maintain, or modify equipment.
* Lockout Tagout (LOTO) is used to prevent the release of hazardous energy (e.g. electrical, hydraulic, pneumatic or mechanical) that can occur during equipment servicing, maintenance or modification.
* Work on cord and plug-connected equipment is not covered by this program if unplugging the equipment controls all energy and the plug remains under the continuous control of the employee performing the service work.

**What are the key requirements of this program?**

* Supervisors must:
  + Be thoroughly informed of the contents of this program and how it applies to their areas of responsibility and authority.
  + Identify all employees under their supervision who service equipment and ensure that they receive LOTO training.
  + Ensure that employees comply with all provisions of the LOTO program.
  + Ensure that employees are provided with sufficient locks, tags and lockout devices.
  + Ensure that equipment specific LOTO procedures are developed.
* Employees must:
  + Comply with all provisions of the Lockout Tagout program.
  + Attend LOTO training sessions as required.
  + Promptly report any concerns related to LOTO to their immediate supervisor.
* Training Requirements:
  + Lockout/Tagout training must be provided to all employees required to service, maintain, or modify equipment.
  + Supervisors are responsible for providing training to employees on equipment-specific LOTO procedures within the work unit.
  + Retraining is required whenever there is a change in LOTO procedures, job assignments, processes, or equipment that creates a new hazard. Retraining will also be provided if employees do not demonstrate adequate knowledge of LOTO procedures during annual inspections.
* Self-Inspection Requirements:
  + Supervisors or Safety Officers of employees trained in LOTO are responsible for completing an annual inspection to ensure adherence to LOTO procedures using a checklist available at:

[http://ehs.psu.edu/sites/ehs/files/appendix\_e\_-\_lockout\_tagout\_evaluation\_checklist.doc.](http://ehs.psu.edu/sites/ehs/files/appendix_e_-_lockout_tagout_evaluation_checklist.doc)

* Recordkeeping Requirements:
  + Supervisors or Safety Officers must keep a list of all authorized employees who have been trained and copies of the following: equipment-specific LOTO procedures, lock removal forms, contractor notification forms, and annual inspection forms.

**For additional information:**

* Policy SY35 Lockout/Tagout <http://guru.psu.edu/policies/SY35.html>
* Penn State Lockout Tagout Program<http://ehs.psu.edu/lockout-tagout/overview>
* OSHA Regulations Lockout Tagout Standard 29 CFR 1910.147

<http://osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9804>