



FACT SHEET

Program: Lockout Tagout

LOCKOUT/TAGOUT DEFINITIONS

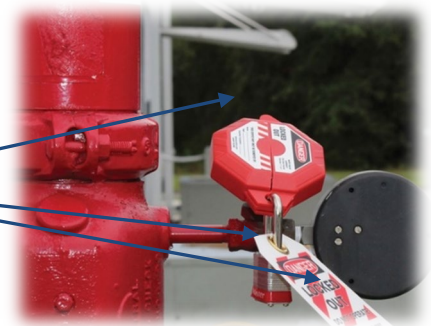
- **Affected Employee**- An employee whose job requires them to operate or use equipment or systems for which maintenance or servicing requires lockout or tagout, or whose job requires them to work in areas where lockout or tagout may be performed.
- **Authorized Employee**- A person who locks or tags out equipment, systems or processes to perform servicing or maintenance.
- **Capable of being locked out**- An energy isolating device is capable of being locked out if it has a hasp or other means of attachment to which a lock can be affixed.
- **Energy-Isolating Device**- A mechanical device that physically prevents the transmission or release of energy. This may include: a manually operated circuit breaker, manually operated switch whose conductors can be disconnected from all ungrounded supply conductors (no pole can be operated independently), and a line valve/block.



An Energy Isolating Device which is capable of being locked out

- **Hot Tap**- A procedure used for repair, maintenance and servicing activities which involves attaching a piece of equipment under pressure, to install connections or appurtenances. It is commonly used to replace or add an energy-isolating device without the interruption of air, gas, water and steam.
- **Lockout**- An established procedure to safeguard personnel from hazardous energy, usually involving the application of a lockout device to an Energy Isolating Device to ensure that the equipment, or system cannot be operated until the lockout device is removed.
- **Lockout Device**- A device that utilizes a positive means to hold an energy-isolating device in the designated safe position and prevent the energization of a machine or equipment.

Energy Isolating Device (Valve) with a lockout device (Lockout Device valve cover), lockout, and tagout



- **Normal production operations**- Equipment, system or process performing its intended production function.



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- **Servicing and/or maintenance (Electrical and Mechanical)**- Workplace activities such as constructing, installing, setting-up, adjusting, inspecting, modifying and maintaining and/or servicing machines or equipment. These activities include lubrication, cleaning, or unjamming of machines or equipment and adjusting or tool changes, where the employees may be exposed to the unexpected energization or startup of the equipment or release of hazardous energy.
- **Tagout**- The placement of a tagout device on an energy-isolating device, in accordance with an established procedure, to indicate that the energy-isolating device and the equipment being controlled may not be operated until the tagout device is removed.
- **Tagout Device**- A prominent warning device such as a tag and means of attachment which can be securely fastened to an energy-isolating device in accordance with an established procedure, to indicate that the energy-isolating device and the equipment being controlled may not be operated until the tagout device is removed. A tagout device may be for one Authorized employee or part of a more complex Group Lockout-Tagout.
- **Group Lockout**- A process used when service or maintenance is performed by a crew, craft, department, group, or when work is performed on large, complex equipment or systems. This process affords each employee a level of protection equivalent to the application of a personal lockout tagout device.
- **Personal Lock**- A lockout device (lock) assigned to an employee only for the purposes of performing lockout tagout.
- **Group Locks**- A set of keyed locks that are used in a Group Lockout process. There is only one key which opens each lock in the group lock set.
- **Qualified Person**- One who has demonstrated skills and knowledge related to the construction and operation of electrical equipment and installations and has received safety training to identify associated hazards and reduce risk.



Tagout Device for Group Lockout (Electromark)



Tagout device for one Authorized Employee (Brady Tag # 66050)



Lock 498A) with Personal Locks affixed. The key to the Group Locks is secured in the box.