



# FACT SHEET

**Program:** Lockout Tagout

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## Tags Plus Fact Sheet

At Harvard the Locking and Tagging of equipment is the most effective means of ensuring the de-energization of equipment. It is the preferred method because lockout-based safety programs are less susceptible to human error, and tagout devices have inherent physical limitations. Because of this if an energy isolating device is capable of being locked out, it is required to be locked out unless it can be demonstrated that using tagout only (**tags plus**) will provide full employee protection.

A key element in demonstrating that the **tags plus** provides equivalent protection to a lockout is to ensure at least one additional safety measure. In other words, at least one added safety measure must be used in addition to applying the tag. Such additional safety measures might include:

1. Closure of a second in-line valve (double block and bleed)
2. Removal of a valve handle to minimize the possibility that machines or equipment might be inadvertently energized or started
3. Removal of an additional isolating circuit element (e.g. fuse)
4. Opening of an extra disconnecting device (e.g. disconnecting switch; circuit breaker)
5. Opening and then racking out a circuit breaker
6. Grounding of an electric circuit, if the grounding practice would protect the employee if the tagged isolating device were operated

The use of **tags plus** must be part of an overall energy control program and only used on a case by case basis.