

KSU Facilities Safety Bulletin

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Lock and Tag Training

Authorized employees are those who receive training in recognition of applicable hazardous energy sources, type and magnitude of the energy available, and methods and means for energy isolation and control. They must receive annual training in the control of hazardous energy, and must be retrained when there is a change in job assignments, machines, or energy control procedures.

Authorized employees are the only employees allowed to apply locks or tags and perform work on isolated equipment. Prior to starting work, the authorized employee must verify that the equipment is isolated and de-energized.

An affected employee is someone who, during normal operations, uses a machine or equipment on which servicing or maintenance will be performed under a lockout/tagout action, or works in an area in which such servicing or maintenance is being performed.

Before a contractor performs a lockout/tagout, a process must be in place to ensure their safety and the safety of internal employees.

Lock and tag procedures are vital to the health and safety of workers. Employers should be sure to follow OSHA's standard for the Control of Hazardous Energy to protect their employees from harm.

June Vivid Course

Operations:

Lockout Tagout

Login with your KSU eid and Password:

<https://otis.osmanager4.com/KSU>

Worker Responsibility Regarding Locks and Tags

Always be aware of and follow lockout/tagout procedures.

- Never attempt to remove a lock or tag or operate a piece of equipment that is locked or tagged.
- Never attempt to restart, or restore energy to, a machine, circuit, or any equipment that is locked or tagged.
- Never attempt to bypass equipment that is locked or tagged.

Affected workers may, as part of their normal procedures, unjam or cleaning a machine with the proper safeguards in place. But when an activity requires bypassing a machine guard, reaching into a machine, or placing part of their body near a point of operation, an authorized worker must first lock out the machine and then perform that task. Remember: when a machine is not locked out, there is always the risk of an accidental startup.

Source: [hsi.com](https://www.hsi.com)