



# APRIL SAFETY BULLETIN

## ENERGY CONTROL PROGRAM (LOTO)

OSHA's Lock Out / Tag Out Standard requires practices and procedure to shut down equipment, isolate it from its energy source(s), and prevent the release of potentially hazardous energy or unexpected start-up while maintenance and servicing activities are being performed.

- This standard applies to all equipment which requires or generates voltage over 50 volts, or involves other stored energy such as capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and any pressurized air, gas, steam, or water system.

### Authorized vs. Affected Employees

- Authorized Employees perform service and maintenance to machines and equipment and are specifically trained to isolate energy sources.
  - Authorized employees must place a lock & tag on each isolated energy source.
- Affected employees are workers that perform normal job duties in an area where lock out/ tag out controls may be used when servicing their equipment.
  - Affected employees should never remove a lock & tag placed by an authorized employee.

### Work Practices to Lock & Tag Equipment

- Follow the specific lock out/ tag out procedure for the piece of equipment.
- Notify all affected employees of the lock out/ tag out.
- Shut equipment down using normal stopping procedure.
- Isolate, lock & tag all energy source.
- Dissipate all stored or potential energy.
- Ensure equipment is disconnected from energy sources by attempting to restart equipment using normal starting procedure.

