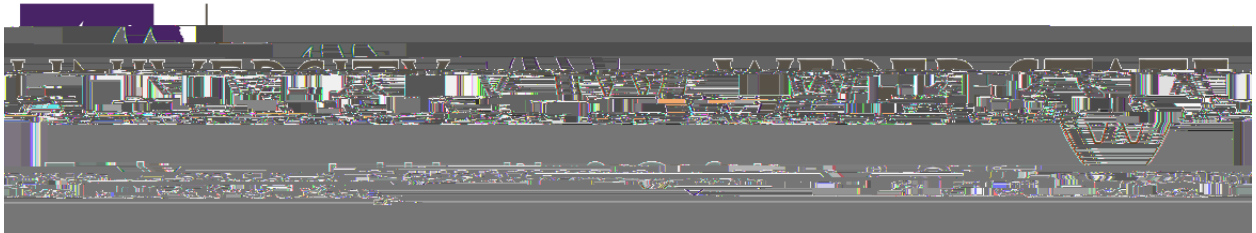


# Weber State University



Published by the  
Environmental Health and Safety Office  
3734 Dixon Parkway, Ogden, UT 84403

Revision Date: 10/2022



I. PURPOSE

## III. GENERAL RULES

1. Only trained maintenance or service personnel are authorized to lockout/tagout WSU equipment. Personnel will be required to carry or have available a lock, lockout devices, and/or tags.
2. If a device can be locked out, service personnel shall use lockout/tagout procedures. If the device cannot be locked out, lockout tags shall be used.
3. For all equipment or machines that require multiple steps to isolate, block, secure, or shut down, procedural steps will be developed and made available as necessary. As each procedure is developed, it will accompany the affected work order.
4. Individuals working on lines containing water, gas, air, steam, or any other stored energy shall isolate the portion of the system being worked on by shutting off necessary valves and bleeding off the pressure as required. Valves will be locked off using a chain or other device.
5. Duplicate keys to the lockout tagout shall not be issued to other individuals. The individual doing the lockout will have complete control of the keys to prevent anyone else from energizing the equipment during servicing.
6. The lockout/tagout device shall indicate the \_\_\_\_\_ who attached the device.
7. Never remove an \_\_\_\_\_

## LOCKOUT/TAGOUT

1. Notify all affected employees or departments if an energy source is shut down.
2. Make a survey to locate and identify all energy sources that need to be isolated.
3. Shut down the machine or equipment using standard procedures (depress stop button, open toggle switch, etc.).
4. Isolate the equipment from its energy source by locating and operating the switches, valves, breakers, etc.
5. Release or restrain any stored energy such as that within air compressors, water tanks, pumps, flywheels, hydraulic rams, springs, electrical capacitors, inertia, gravity, etc. Utilize methods such as repositioning, blocking, bleeding down, etc.
6. Lockout or tagout the energy isolating device with assigned individual lock(s) or tag(s).  
NOTE: If more than one individual is working on a piece of equipment, each individual shall place their personal lock and tag on the energy isolating device.
7. After ensuring that no personnel are endangered, try to operate the controls to ensure the equipment is de-energized when possible. NOTE: return the operating control(s) to the neutral or off position after this test.

Some equipment requires specific procedural steps for shutting down and isolating the energy source. Such equipment may include valves, fans, pumps, etc. These types of equipment shall have the procedural steps posted on or near that equipment.

### Removing the Lockout or Tagout Device

- 1)









**Servicing and/or maintenance** - 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 making adjustments or tool changes, where the employee may be exposed to the unexpected energization or startup of the equipment or release of hazardous energy.

**Setting up** - Any work performed to prepare a machine or equipment to perform its normal production operation.

**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 a 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.

**Tryout** - A process of testing controls by attempting to operate equipment before completing any tasks to identify if there are any faults with the Isolation Point(s)

