

## OSHA Training Toolbox Talk: OSHA's Lockout/Tagout Standard – Requirements for Locks

The OSHA Lockout/Tagout standard requires authorized workers to apply an individual lock to most energy isolation devices prior to performing service or maintenance on machinery and equipment that could be unexpectedly energized, started, or release stored hazardous energy. Here is an overview of some of the requirements listed in the OSHA Lockout/Tagout standard for those locks used to secure energy isolation devices:

- Locks used to secure an energy isolation device must be substantial enough to prevent removal without the use of excessive force or unusual techniques. This means our locks must be tough enough that it would take something like bolt cutters or a grinder equipped with a cutting blade to remove them.
- Locks used to secure an energy isolation device must be capable of withstanding the environment to which they are exposed for the maximum period of time that exposure is expected. This means locks used outdoors or in wet environments must be designed for exposure to water, and locks used in a corrosive environment must be manufactured from a material that will withstand the effects of the corrosive material.
- Locks used to secure an energy isolation device must be standardized within the facility. This means they must all be the same size, shape, or color so they will be more easily recognized as lockout devices used for employee protection.
- Locks used to secure an energy isolation device must be singularly identified. This means you should be able to look at a lock and determine exactly who applied that device. This can be achieved several ways, including but not limited to, firmly attaching a durable tag with your name to the lock, applying a sticker with your name to the lock, engraving your name into the lock, or utilizing a log to identify the person using a lock with a particular serial number or similar identifier.
- Locks used to secure an energy isolation device must be used for no other purpose. They are for securing energy control devices only! So do not use them for locking doors, toolboxes, gates, or for any other purposes.

LOCKOUT/TAGOUT

**Lockout / Tagout procedures are designed to isolate or shut off machines and equipment from their power sources before employees perform any servicing or maintenance work.**

**Definition:**  
**Lockout** is the placement of a lockout device on an energy isolation apparatus (circuit breaker, slide gate, line valve, disconnect switch, etc.) to ensure that the energy isolating device and equipment being controlled cannot be operated until the lockout device is removed. A lockout device utilizes a positive means such as a lock (key or combination type) to hold an energy isolating device in a safe position and prevent the energization of a machine or equipment. The lockout device must be substantial enough to prevent removal without use of excessive force or unusual techniques.

**Tagout** is the placement of a tagout device (a tag or other prominent warning device and a means of attachment) on an energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

**Energy-isolating device**  
 Any mechanical device that physically prevents the transmission or release of energy. These include, but are not limited to, manually operated electrical circuit breakers, disconnected switches, line valves and blocks.

**Employees performing maintenance or service on machines or equipment shall observe the following procedures:**

- Lockout / Tagout of energy isolating devices shall be performed whenever maintenance or servicing is done on machines or equipment. This shall be done by employees who have received proper training on lockout/tagout procedures from Environmental Health and Safety.
- Employees observing a machine or piece of equipment which is locked or tagged out shall not attempt to start, energize or use that machine or equipment.
- Lockout and Tagout devices shall indicate the identity of the employee who attached the device.
- Lockout and Tagout devices shall be standardized within the facility.
- If an energy isolating device is not capable of being locked out, a tagout system shall be used.
- Tagout devices shall include warning statements such as "DO NOT ENERGIZE!" or "DO NOT OPERATE!"
- Whenever replacement, major repair, renovation or modification of equipment is performed, energy isolating devices for such machine or equipment shall be designed to accept a lockout device.

*Retraining shall be provided for all authorized and affected employees whenever there is a change in their job assignments, a change in machines, equipment or processes that present a new hazard, or when there is a change in the energy control procedure.*

**Sources for More Information:**

- OSHA 29 CFR 1910.147, 1910.212 and 1910.218.
- ANSI Z39.5-1982, Personal Protection Lockout / Tagout of Energy Sources.
- American National Standards Institute (ANSI) 23.14, 23.16, 40.100, New York, NY 10020 (212) 642-4000

By following these simple steps, we can make sure everybody is able to recognize the locks that are used to protect ourselves and our fellow workers at this facility, and we can ensure they will be durable enough to stand up to the job.