


**UNIVERSITY OF TOLEDO  
FACILITIES AND CONSTRUCTION**

<b>Section:</b>	<b>Administrative</b>	<b>Procedure Number:</b>	<b>ADM-55</b>
<b>Subject:</b>	<b>Safety Lockout/Tag-Out</b>	<b>Effective Date:</b>	<b>January 1989</b>
		<b>Revised Date:</b>	<b>October 2016</b>
<b>Facilities Officer:</b>		<b>Reviewed Date:</b>	<b>December 2019</b>

**Standard Operating Procedure**

All electrical and mechanical equipment will have its source of energy locked out of service and will be appropriately tagged as being in a non-operating condition whenever service work is being performed which requires a system or equipment shutdown.

All personnel involved within the Safety Lockout/Tag-Out program will be thoroughly trained and knowledgeable of the electrical/mechanical equipment or system they are working on.

**Purpose**

To provide the guidelines for the proper use of the Safety Lockout/Tag-Out program and to establish the procedures and the proper notification required to ensure the safe conditions for working on electrical/mechanical equipment, as outlined by the "Occupational Safety and Health Administration" regulations.

**Procedure**

The following procedure will establish the guidelines to be followed by any personnel working on electrical/mechanical equipment or systems.

1. Prior to securing any equipment or system, notify Central Control at extension 4298. The Central Control operator will make a log entry noting who is working on what equipment. If there is automation of this equipment, the Central Control operator will place the equipment or system in an appropriate non-operating condition.
2. The equipment or system will be physically checked to ensure that it has been placed in an appropriate non-operating condition. All electrical/mechanical devices or sources of power will be placed in the appropriate non-operating position, and all sources of potential energy secured.
3. A Lockout tag will be placed on each electrical/mechanical device. This Lockout tag will indicate the name of the person responsible for securing the equipment or system, the reason for the Lockout/Tag-Out, the time and the date.
4. On electrical/mechanical devices that are equipped with lockout means, a padlock will be used to ensure the lockout of the equipment or system.
5. When the equipment is ready to be restored to service, all lockout tags and locking means will be removed by the person who placed them on the equipment/system or their supervisor/supervisor's designee. This person will ensure that all personnel involved in the work are clear of the equipment.

6. After all tags have been removed; the electrical/mechanical device and/or source of power can be placed in an appropriate operating condition.
7. Central Control will then be notified that the equipment/system is ready to be restored to service. The Central Control operator will place the equipment or system in service or into the appropriate condition that he requires. The Central Control operator will make a log entry indicating that the equipment or system has been restored to service.
8. If existing equipment is improved or upgraded and it does not currently have an adequate means to lockout any potential energy source, such equipment will be equipped with adequate lockout protection during the service outage, if possible.
9. If tag-out procedures are available, but lockout conditions do not exist, specific procedures for equipment isolation from its energy source and notification procedures will be documented and reviewed prior to any servicing.

**THESE ARE THE BASIC GUIDELINES FOR UTILIZING THE SAFETY LOCKOUT/TAG-OUT PROGRAM. REFER TO OPERATING MANUALS ON SPECIFIC EQUIPMENT.**