

University of Alaska Anchorage	Section EHS/RMS
ADMINISTRATIVE SERVICES MANUAL	Statement 26
Policies and Procedures	Page 1 of 3
Title LOCKOUT-TAGOUT	Effective Date 05/15/12

**Purpose**

Control of hazardous energy is the purpose of a Lockout-Tagout (LOTO) Program. This procedure establishes the requirements for isolation of both kinetic and potential electrical, chemical, thermal, hydraulic and pneumatic and gravitational energy prior to equipment repair, adjustment or removal. This procedure is not a Lockout-Tagout Program though, and exists for general LOTO knowledge for the majority of employees at UAA as well as to serve as a reminder that all functioning LOTO programs must be created through EHS. UAA has a very robust LOTO program, but it must be written and adapted to each location.

**Definitions**

An Authorized Employee is an employee who is trained and certified to lockout and/or tagout equipment.

An Affected Employee is an employee whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tagout, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.

Other Employees are identified as those that do not fall into the authorized, affected or qualified employee category. Essentially, it will include all other employees.

**Training**

**Authorized Employees Training**

All authorized employees will be trained in accordance with the LOTO program which has been written for their work-center. They will not be authorized to accomplish work under LOTO until they have received training.

**Affected Employee Training**

Affected employees will be trained in the purpose and use of the appropriate LOTO program and that they may not remove locks, locking devices, or tags from machinery, equipment, or circuits and that only Authorized Employees will repair, replace, or adjust machinery or

University of Alaska Anchorage	Section <b>EHS/RMS</b>
<b>ADMINISTRATIVE SERVICES MANUAL</b>	Statement <b>26</b>
Policies and Procedures	Page <b>2 of 3</b>
Title <b>LOCKOUT-TAGOUT</b>	Effective Date <b>05/15/12</b>

equipment. In addition they will be trained in the limitation of tags including:

- Tags are essentially warning devices affixed to energy isolating devices, and do not provide the physical restraint on those devices that is provided by a lockout-tagout device.