



# Lockout/Tagout Training for Affected Employees

Division of Safety & Compliance



## Objective

Ensure Lockout/Tagout (LOTO) affected Employees are aware and understand their role and responsibilities within the LOTO Program



## What is LOTO?

Specific practices and procedures to safeguard employees from the unexpected energization or startup of machinery and equipment, or the release of hazardous energy during service or maintenance activities.



## LOTO Basics

All employees fit into one of the following.

LOTO roles:

- ✓ “Authorized employee”

Servicing equipment & authorized to apply LOTO.

- ✓ “Affected employee”

Operates or uses equipment being serviced under LOTO.

- ✓ “Other employee”

Works in an area where LOTO being used.



## Authorized Employees Responsibilities

- Shut down equipment/machines. Assistance from Affected Employees may be necessary to ensure proper shutdown and identification of isolation locations.
- Apply locks/tags.
- Verbally notify all Affected and Other Employees that shutdown is about to commence.
- Explain the purpose and use of the specific energy control procedure to be applied.
- Verbally notify all Affected and Other Employees of removal of locks/tags and that restart of equipment/machines is about to commence.



## Affected Employees Responsibilities

- Provide assistance to Authorized Employee, as requested, for the proper shutdown and identification of isolation locations.
- Do not attempt to start equipment/machines that are locked out or tagged out.
- Do not attempt to remove or tamper with locks or tags for any reason.
- Removal of locks/tags or the start up of equipment/machines could endanger the lives of those performing the work.

## How Injuries Occur During the Servicing of Equipment?

BLS study on injuries while servicing equipment revealed that 10% of injuries are the result of equipment activation by someone else.

Don't be responsible for injuring a fellow employee.





## Types of Hazardous Energy

- Electrical
  - Pneumatic
  - Hydraulic
  - Mechanical
  - Thermal
  - Chemical
  - Radiation
  - Steam
  - Spring-Driven
  - Suspended Parts
- ✓ Some energy sources can be turned on/off.
  - ✓ Others can only be dissipated or controlled



## When is LOTO applied?

“...during the servicing of equipment.”

Adjusting

Clearing jams

Inspecting

Lubricating

Modifying

Cleaning

Replacing parts

Tool changes





## Summary

- LOTO is used to prevent injury from hazardous energy sources during servicing/maintenance of equipment/machines.
- Injuries and even fatalities can occur if locks/tags are unknowingly removed or equipment/machines started by non-Authorized Employees.
- Affected Employees:
  - Provide assistance to Authorized Employee, as requested, for the proper shutdown and identification of isolation locations.
  - Do not attempt to start equipment/machines that are locked out or tagged out.
  - Do not attempt to remove or tamper with locks or tags for any reason.



Click [HERE](#) to print off your Affected Employee Training form. Fill out the bottom portion. Maintain a copy for your records. Return 1 copy to Safety and Compliance via campus mail or by emailing a pdf to [safetyandcompliance@illinois.edu](mailto:safetyandcompliance@illinois.edu)

If you have questions about this training or your role/responsibilities associated with LOTO please contact us via email at [safetyandcompliance@illinois.edu](mailto:safetyandcompliance@illinois.edu)