



## **Lockout-Tagout-Verify**

### **Applicable Regulations and Policies**

29 CFR 1910.147 The Control of Hazardous Energy Lockout-Tagout  
EHS Policy 117 Lockout-Tagout

### **Applicability**

All ASU employees and contractors who face a risk of electrical hazards by servicing, maintaining or modifying equipment. The ASU Lockout-Tagout or LOTO Program covers control of hazards associated with: kinetic, potential electrical, chemical, thermal, hydraulic, pneumatic and stored gravitational energy prior to equipment repair, adjustment or removal.

### **Requirements**

#### **Supervisors:**

- Ensure that employees are provided with sufficient locks, tags and lockout devices.
- Ensure that employees comply with all provisions of the LOTO program.
- Ensure that equipment specific LOTO procedures are developed.
- Identify all employees under their supervision who service equipment and ensure that they receive LOTO training.
- Thoroughly understand the contents of this program and how it applies to their areas of responsibility and authority.

#### **Employees:**

- Attend LOTO training sessions as required.
- Comply with all provisions of the Lockout-Tagout program.
- Perform the Annual Review and completes the form provided in Appendix B of the plan with the appropriate shop supervisor.
- Promptly report any concerns related to LOTO to their immediate supervisor.

**Recordkeeping:** Submit completed forms – LOTO Program Appendices A, B, C– to EHS.

### **Equipment**

- **Locks for equipment securing:** Shop Locks which are typically American Standard 1105 should be used for equipment out of service locks.
- **Locks for personal safety:** Only Master Lock 6835 may be used for Lockout Tagout and should be
- **Tags:** Tags must include the words “Danger”, “Do not operate”, or similar phrasing. Tags must include the employee name, employee photo, and ASU FM Service Center phone number or employee department’s phone number for non-FM employees.  
yellow in color.

### **Training**

All authorized employees are to be provided training on the LockOut/TagOut/Verify Program procedures in accordance with all applicable standards of 29CFR1910.147.

All authorized employees are retrained annually. Training records are the responsibility of EHS.