

# Lockout/Tagout Fact Sheet

## What is Lockout/Tagout?

Occupational Safety and Health regulations address the practices and procedures necessary to disable machinery or equipment, thereby preventing the release of hazardous energy while employees perform servicing and maintenance activities. These practices and procedures are commonly referred to as lockout/tagout. The occupational safety and health standard outlines measures for controlling hazardous energies. These measures include using a lock and tag system designed to protect employees while servicing and maintaining machines or equipment against the unexpected start up of machines or equipment, or the release of stored energy that could cause injury.

## Why is a Lockout/Tagout Used?

The unexpected activation of machinery or equipment during maintenance or servicing can have tragic consequences. A lockout/tagout system is used to prevent unexpected activation of machinery or equipment. A lockout device is placed on the machine or equipment to be serviced to ensure the machine or equipment cannot physically be operated until the lockout device is removed. A tagout device is a prominent warning device that is affixed to the energy-isolating device to indicate the equipment being controlled may not be operated until the tagout device is removed.

## How Do I Recognize a Lockout/Tagout Device?

A lockout device utilizes a lock and key, to hold an energy-isolating device in a safe position and prevents the energizing of a machine or equipment. These locks are designated lockout/tagout locks.

Typical Lockout/Tagout System



A tagout device is a prominent warning device, which can be securely fastened to an energy-isolating device to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed. Tags only provide a warning such as Do No Start, Do Not Open, Do Not Close, Do Not Energize, or Do Not Operate. **Tags do not provide physical restraint.**

Bowling Green State University uses a combination of both a lock and a tag. A tagout system alone is not acceptable at any time unless the tag is placed at the same location that the lockout device would have been attached, and additional measures are taken to ensure the level of safety is equivalent to that obtained by using a lock.

### **What is the Importance of Not Disturbing Lockout/Tagout Devices?**

It is the responsibility of all BGSU employees to recognize a lockout/tagout system and not to disturb it. The danger of violating these procedures can result in death and serious injury.

### **Who Do I Call For More Information on Lockout/Tagout?**

#### Firelands Campus

Mark Charville, Firelands College  
Bowling Green State University  
(419) 372-0638

Environmental Health and Safety  
Bowling Green State University  
(419) 372-2171

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