3. Making sure you obtain the applicable training. That is the purpose of this Lockout/Tagout for Affected Employee pamphlet; and

4. Complying with all requirements as established for affected employees.

**Questions???

At any time should you have any questions regarding lockout/tagout activities in your area, please refer to the Authorized Employee listed on the tag. In addition, you can always contact the Office of Environmental Health and Safety and we would be happy to assist.

The OSHA Lockout/Tagout Standard and corresponding UNH Lockout/Tagout program applies to all UNH employees. Whether you are actually conducting servicing or maintenance activities or just affected by those activities conducted by Authorized Employees, we all must ensure that we heed the warnings as specified on the tags. As an Affected Employee you must understand the purpose of the lockout/tagout standard, the UNH program, and the importance of not tampering with an applied lockout/tagout device.

Should you have any questions, please visit the Office of Environmental Health and Safety website www.unh.edu/ehs. Here you can find a copy of the UNH Lockout/Tagout Program and links to other safety web sites.

In addition you can always contact our office at 862-4041.

**Outside Contractors**

While UNH has developed a program to protect its employees, the use of contractors to perform specific maintenance or repair tasks is conducted on a daily basis at UNH. These contractors are not covered by the UNH program, but they are covered by the current OSHA standard and they have the responsibility to protect their workers the same way we would protect ours. Be aware that UNH utilizes locks and tags that may not be the same as contractors. Should you see something that resembles a UNH tag, remember there is someone on the receiving end that could be seriously injured should the energy source be activated or the equipment or machine started.

**What to look for**

As we mentioned earlier, you should be able to identify that lockout/tagout is taking place through the observation of an applied lockout device and a tag. In addition, those Authorized Employees conducting lockout/tagout operations are required to notify those Affected Employees impacted by scheduled work that lockout/tagout operations will be taking place. This provides an additional method of informing you that lockout/tagout activities are going to take place and allows you to prepare for any service interruptions, equipment, or machinery shut down. The Authorized Employees are also required to inform you once lockout/tagout operations are complete.

Should you observe servicing or maintenance activities taking place without the appropriate lockout/tagout feel free to inquire as to why someone would be willing to take such a risk. **One thing to remember is that if someone is trying to troubleshoot or identify what the problem is, it may be necessary to have it energized for this purpose.** Once identified, it should be shut down, all energy sources isolated and secured, locked and tagged out, and then verified that it physically cannot start of be energized.

[Image of lockout/tagout signs]

**University of New Hampshire**

**Office of Environmental Health and Safety**

Perpetuity Hall
11 Leavitt Lane
Phone: 603-862-4041
What is Lockout/Tagout

The Occupational Safety and health Administration (OSHA) has established a standard that requires employers to develop practices and procedures to disable equipment or machinery to prevent the unexpected startup or release of hazardous energy while employees perform servicing and maintenance activities. OSHA’s Control of Hazardous Energy standard, 29 CFR 1910.147 outlines measures for controlling hazardous energies such as:

- Electrical,
- Mechanical,
- Hydraulic,
- Pneumatic,
- Chemical,
- Thermal (heat and cold), and
- Any other hazardous energy sources.

Employees servicing or maintaining machines or equipment may be exposed to serious physical harm or death if hazardous energy sources, such as those listed above, are not properly controlled.

Compliance with the Lockout/Tagout standard has been estimated to prevent 120 fatalities and 50,000 injuries each year. In addition, those employees that are injured from exposure to a hazardous energy source lose an average of 24 workdays for recuperation.

To prevent employees from becoming injured from these hazardous energy sources, a lockout and tagout device is placed on the equipment or machine to prevent it from operating.

Affected Employee Responsibilities

As an Affected Employee you do have certain responsibilities as outlined in the UNH Lockout/Tagout program. The responsibilities for Affected Employees are as follows:

1. Never attempt to defeat or bypass an applied lockout/tagout device;
2. Never attempt to operate any equipment or machinery that has an applied lock and tag;
3. Do not remove any lockout and tagout device.
4. Do not start or operate any equipment or machinery that has an applied lock and tag.

Authorized Employees name, their department, the date and time. Why is this important, because if you have any questions about the Lockout/Tagout operation you can contact those individuals identified on the tag for answers.

The tags are readily identifiable with red and white horizontal stripes, they state DANGER, and indicate “Do Not Operate”, this is a clear indication for everyone to adhere to the warning and not tamper with or remove any applied lockout and tagout device.

Training

UNH is responsible to provide training for those employees that would be required to apply, use, and remove lockout and tagout devices. Those employees that are trained to actually perform lockout and tagout operations are referred to at Authorized Employees. These Authorized Employees receive training on not only the purpose of the UNH Lockout/Tagout program, but on recognition and control of hazardous energy sources.

In addition to Authorized Employees, anyone whose job could be impacted by lockout/tagout operations being conducted by an Authorized Employee is considered an Affected Employee. As an Affected Employee you are required to be trained on the purpose of the lockout/tagout program, the importance of not tampering with applied lockout/tagout devices, and under no circumstance attempting to start of use locked and tagged out equipment.

Lockout/Tagout Devices

Lockout/Tagout Devices

Lockout devices are those devices that hold an energy isolation device in a “closed”, "safe", or “off” position. They are the physical device that prevents equipment from becoming re-energized because they are the restraints that you cannot remove without a key or by destroying the lockout device through extraordinary means, such as through the use of a bolt cutter.

Lockout device can be in one of many forms to be able to securely lockout a variety of energy sources. As you can see on the right devices for a plug (top) and for various types of valves (middle and bottom) are available. These devices are readily visible for their intended purposes and designed to accept a lock that allows the employee doing the servicing or maintenance to secure the device so that no one can physically activate the energy source.

Tagout Devices

Tagout Devices

Tagout devices are prominent warning devices that are fastened to the applied locks during lockout/tagout operations. The are provided to warn employees that hazardous energy control procedures have been implemented and under no circumstance should they be removed. Applied tags are requires to have certain information. The tags utilized at UNH contain a place for the Authorized Employees name, their department, the date and time. Why is this important, because if you have any questions about the Lockout/Tagout operation you can contact those individuals identified on the tag for answers.

The Occupational Safety and health Administration (OSHA) has established a standard that requires employers to develop practices and procedures to disable equipment or machinery to prevent the unexpected startup or release of hazardous energy while employees perform servicing and maintenance activities. OSHA’s Control of Hazardous Energy standard, 29 CFR 1910.147 outlines measures for controlling hazardous energies such as: