



KENTUCKY
AGC Self Insurers' Fund

Lockout/Tagout Safety Helpful tips for authorized and affected employees

Lockout/tagout (LOTO) procedures help employers ensure energy controls stay in an 'off' or safe position during maintenance and service work.

Two types of workers are involved in LOTO procedures: authorized and affected. An authorized employee and an affected employee may be the same person. However, both roles require proper training and safety practices.

Authorized Employees

An authorized employee is trained and authorized to perform work requiring the identification and control of energy sources – usually service, maintenance or construction-related. If you are an authorized employee, adhere to the following safety precautions.

- Always be sure to secure energy control devices with your own individually assigned lock keys.
- If you install a lock, make sure you are the one who removes it.
- The locks you install must be clearly labeled with durable tags that identify them as your locks.
- Never loan or share your lock, combination or key with anyone else.
- If your shift ends and work is not complete, make sure new shift workers apply their own locks before you remove yours.
- Ensure that all energy is completely dissipated prior to working on any equipment.
- Always be sure all LOTO devices are compatible with the environment in which they will be used (i.e., a corrosive, humid environment).
- Prior to starting work on the machine, do not forget to test the machine or system to ensure that there is no energy left to hurt you.

Affected Employees

An affected employee is not authorized to perform LOTO, but works in an area where locked, tagged and energy-controlled devices are present. If you are considered an affected employee, adhere to the following tips.

- Make sure you stay away from danger points while systems are reenergized.
- Participate in all LOTO training programs offered by your employer.
- Never attempt LOTO procedures unless you have been trained and certified by your employer under an approved Energy Control Program.

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