

2.3 LOTO Definitions

The following list of definitions have been adopted from [29 CFR 1910.147 The control of hazardous energy \(lockout/tagout\)](#). Changes to some wording have been made in order to adapt these definitions so that they apply to both students and Rowan University employees in academic and research laboratories. The overall intent of these definitions remains unchanged from Federal OSHA Regulations pertaining to Lockout/Tagout.

Affected Individual. A Student, PI, Faculty, or Staff member whose job or responsibility requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tagout, or whose job or responsibility requires him/her to work in an area in which such servicing or maintenance is being performed.

Authorized Individual. A person who locks out or tags out machines or equipment in order to perform servicing or maintenance on that machine or equipment. An affected individual becomes an authorized individual when that person's duties include performing servicing or maintenance covered under this policy.

Capable of being locked out. An energy isolating device is capable of being locked out if it has a hasp or other means of attachment to which, or through which, a lock can be affixed, or it has a locking mechanism built into it. Other energy isolating devices are capable of being locked out, if lockout can be achieved without the need to dismantle, rebuild, or replace the energy isolating device or permanently alter its energy control capability.

Energized. Connected to an energy source or containing residual or stored energy.

Energy isolating device. A mechanical device that physically prevents the transmission or release of energy, including but not limited to the following: A manually operated electrical circuit breaker; a disconnect switch; a manually operated switch by which the conductors of a circuit can be disconnected from all ungrounded supply conductors, and, in addition, no pole can be operated independently; a line valve; a block; and any similar device used to block or isolate energy. **Push buttons, selector switches and other control circuit type devices are not energy isolating devices.**

Energy source. Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.

Hot tap. A procedure used in the repair, maintenance and services activities which involves welding on a piece of equipment (pipelines, vessels or tanks) under pressure, in order to install connections or appurtenances. It is commonly used to replace or add sections of pipeline without the interruption of service for air, gas, water, steam, and petrochemical distribution systems.

NOTE: Hot Tap work is not a permissible practice in academic or research operations.

Lockout. The placement of a lockout device on an energy isolating device, in accordance with an established procedure, ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

Lockout device. A device that utilizes a positive means such as a lock, either key or combination type, to hold an energy isolating device in a safe position and prevent the energizing of a machine or equipment. Included are blank flanges and bolted slip blinds. See **Appendix G** of this policy for the approved color of lockout devices to be used.

Normal production operations. The utilization of a machine or equipment to perform its intended production function.

Servicing and/or maintenance. Activities such as constructing, installing, setting up, adjusting, inspecting, modifying, and maintaining and/or servicing machines or equipment. These activities include lubrication, cleaning or unjamming of machines or equipment and making adjustments or tool changes, where the individual may be exposed to the unexpected energization or startup of the equipment or release of hazardous energy.

Setting up. Any work performed to prepare a machine or equipment to perform its normal production operation.

Tagout. The placement of a tagout device on an energy isolating device, in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

Tagout device. A prominent warning device, such as a tag and a means of attachment, which can be securely fastened to an energy isolating device in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed. See **Appendix G** of this policy for the approved style and formatting for tags.