

Rowan University Group Lockout/Tagout Summary

Primary Authorized Individual Definition:

Individual designated by the supervising department with the primary responsibility for a set number of authorized individuals working on a machine or piece of equipment under a group LOTO device.

Responsibilities

The primary authorized individual must:

1. Implement and coordinate the LOTO of all hazardous energy sources.
2. Verify that the steps taken, in accordance with the specific written energy control procedure, have effectively isolated the machine or equipment from all hazardous energy sources.
 - a) This must be accomplished before authorized individuals participating in the group LOTO affix their personnel lockout device to the group LOTO device and before performing servicing or maintenance activities.
3. Inform each authorized individual participating in the group LOTO of their right to verify the effectiveness of the lockout measures, and allow each authorized employee the opportunity to personally verify that all hazardous energy sources have been effectively isolated.
 - a) In addition to the primary authorized employee, an authorized employee, who chooses to verify the effectiveness of the isolation measures, must perform this verification after attaching his or her personal lockout device to the group LOTO device, and before performing any servicing or maintenance activities.
4. Provide for an orderly exchange of group LOTO with a new primary authorized individual when work continues over multiple shifts.
5. Whenever work is performed over a period of time and is not continuous, the primary authorized individual must inspect the affected work area(s) to verify effective hazardous energy isolation prior to resuming work.