

Appendix G – Lockout/Tagout Equipment and Tag Requirements

Per [29 CFR 1910.147\(c\)\(5\)](#), LOTO equipment and tags must be Durable, Standardized, Substantial, and Identifiable. The types of locks, tagout tags, and other LOTO equipment used in academic and research laboratories must remain consistent in color, appearance, and language. This ensures that all individuals encountering LOTO devices will understand the intent and take the appropriate precautions. Principle Investigators and Technicians having ownership of machinery/equipment affected by LOTO requirements are responsible for providing LOTO equipment that complies with OSHA and as described in this policy. Only Authorized Individuals are permitted to apply LOTO equipment or tags to machinery or equipment in compliance with this policy.

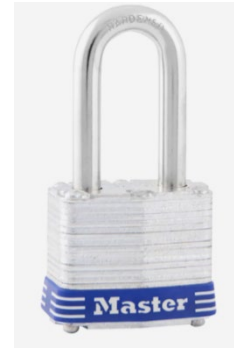
Requirements for Locks:

1. All padlocks utilized must be manufactured for the sole purpose of lockout. Under no circumstances may a traditional security padlock be used for LOTO purposes. Alternately, no padlocks intended for LOTO are permitted for use in general security applications (i.e., locking a storage locker).
2. All lockout padlocks must have a label with the name of the authorized individual who owns the lock securely affixed to the lock body.
3. The body of all lockout locks must be RED in color.
4. Only ONE key is permitted per lockout lock. That key is to always remain in the direct possession of the lock owner. No Exceptions.

Example of an Approved Lockout Padlock:



Example of a Standard Padlock Not Permitted for Lockout:



Requirements for LOTO Devices:

1. The color scheme used for all LOTO devices must be RED. LOTO devices include but are not limited to Hasps, Cable Locks, Circuit Breaker Locks, Valve Locks, etc.
2. The construction of all LOTO devices must be strong enough that they cannot be defeated/removed without the use of excessive force.

Lockout Device Examples:

Circuit Breaker Lockout Device:



Electrical Cord Lockout Device:



Lockout Hasp Device:



Appendix G – Continued

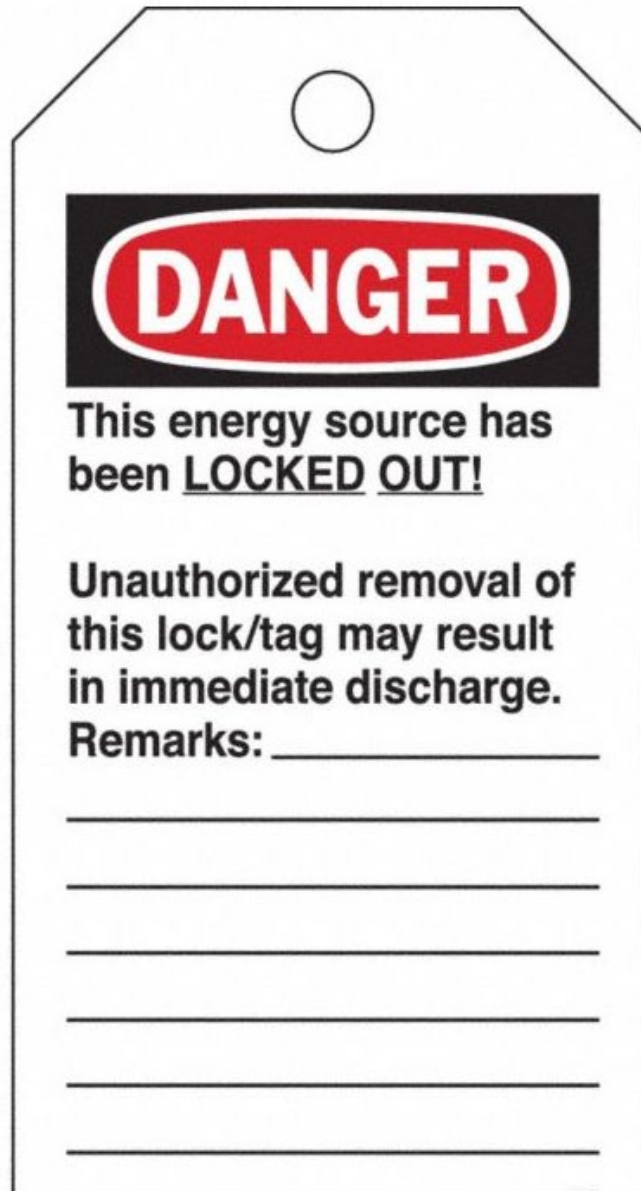
Requirements for Tags:

1. All tags must be printed on a durable material that will not deteriorate or become illegible during use.
2. Commercially produced tagout tags which provide the information depicted in **Figure 1** (Next Page) should be utilized when possible. Tags printed on standard paper must be printed in color and laminated to ensure adequate strength.
3. All information written on tags must be provided using permanent marker or equivalent means. Writing on tags must not be erasable or capable of becoming illegible during the intended use.
4. Tags must be secured to the tagout point using a means substantial enough to prevent accidental detachment. A nylon cable tie (or equivalent device) with a minimum tensile strength of 50 pounds must be used to secure tagout tags. These attachment devices must be single-use, capable of being secured by hand, self-locking, and non-releasable without being cut.

Example of a Properly Applied Lock & Tag Combination:



Figure 1: Approved Tagout Tag Format



Commercially available tags must be used when possible, for maximum durability. If printed on paper, tag must be in color and laminated.

The full name of the Authorized Individual along with the date of application must be provided. On the reverse of the tag, identify the machine/equipment undergoing LOTO, along with any other relevant information.

**All fields provided on a tag
must be completed.**