

2.8 Lockout/Tagout of Machinery (LOTO)

All personnel who service, repair, maintain, adjust, clean, or un-jam components of machinery or equipment must follow the [Rowan University Academic & Research Laboratory Lockout/Tagout Policy](#). LOTO procedures must always be used to ensure that machinery, equipment, or processes are isolated from hazardous energy sources prior to any work that could potentially expose an individual to harm. LOTO procedures apply to all forms of hazardous energy, including (but not limited to) electrical, pneumatic, hydraulic, mechanical, spring-actuated, gravity-fed, and electromagnetic energy, including light, radiofrequency, microwave, x-ray, and ionizing radiation.

The LOTO policy does not apply to machinery or equipment meeting the following condition:

Work performed on plug-connected equipment where:

- a. Exposure to the hazardous energy or start-up of the equipment is controlled by unplugging the equipment from the energy source, **and**;
- b. The plug is under the exclusive control of the individual performing the service or maintenance.

OSHA and ANSI state that LOTO should be the default method for controlling hazardous energy unless it can be demonstrated that a well-established alternative method will provide effective protection for personnel. Certain machines and machine tasks may require frequent access to operating areas possessing potential hazardous energy. These tasks can include making tool changes/adjustments, adjusting work pieces, clearing debris, etc. Alternative methods to standard LOTO measures may be utilized provided that they demonstrate an equal to or greater level of protection as LOTO. If alternative methods are to be used, they must be well documented and included in the Standard Operating Procedure for the machine or equipment. Additionally, Laboratory Safety must approve of all alternative LOTO methods prior to their implementation. Alternative methods to LOTO will not be authorized where convenience is determined to be the reason for their implementation.