

Lock Out Tag Out facts for GSU Staff

(5 things you need to know)

- 1. Lock Out Tag Out is a safety procedure to ensure that potential energy, whether it is electrical or potential kinetic energy is isolated, or “locked out” to protect others from being harmed by the energy source.**
- 2. A practical example that might apply to us at GSU would be an electrical breaker inside a breaker box that was locked in the “off” position accompanied by a tag (red) that explains why the circuit is in the off position. The tag would be signed by the staff member who placed it on the breaker, which is the only person that can remove it.**
- 3. All GSU faculty and staff must be informed of this procedure to ensure everyone’s safety as any of us could encounter this procedure during a temporary interruption of services.**
- 4. No one can remove a lock or tag, turn the device to the “on” position, other than the service person that installs the tag and/or locking device. To do so would put you and service personnel at great risk of injury and possibly death.**
- 5. In addition, this process can also be used for other equipment as well. Office machinery, moveable equipment and power equipment can also be tagged out with a red tag. When in doubt call the GSU facilities department at 247-6162 if you need more information about “Lock Out Tag Out” procedures.**