Lockout/Tagout Glossary

affected worker. An person whose job 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 requires him/her to work in an area in which such servicing or maintenance is being performed.

authorized worker. A person who locks out or tags out machines or equipment in order to perform servicing or maintenance on that machine or equipment.

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.

de-energized. Free from any electrical connection to a source of potential difference and from electrical charge; not having a potential difference from that of the earth.

disconnecting means. A device, or group of devices, or other means by which the conductors of a circuit can be disconnected from their source of supply.

electrically safe work condition. A state in which an electrical conductor or circuit part has been disconnected from energized parts, locked/tagged in accordance with established standards, tested to ensure the absence of voltage, and, if necessary, temporarily grounded for personnel protection.

energized. Connected to an energy source, is a source of voltage, or contains residual or stored energy.

energy control program. A program consisting of energy control procedures, employee training and periodic inspections to ensure that before any employee performs any servicing or maintenance on a machine or equipment where the unexpected energizing, startup or release of stored energy could occur and cause injury, the machine or equipment shall be isolated from the energy source and rendered inoperative.

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

group lockout device. A device such as a hasp or group lockbox that allows more than one authorized employee to affix their personal lockout/tagout device to it.

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 the safe position and prevent the energizing of a machine or equipment. Included are blank flanges and bolted slip blinds.

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

"other" worker. A person whose work operations are or may be in an area where energy control procedures may be utilized.

qualified person. One who has demonstrated skills and knowledge related to the construction and operation of electrical equipment and installations and has received safety training to identify the hazards and reduce the associated risk.

servicing and/or maintenance. Workplace 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 employee may be exposed to the unexpected energization or startup of the equipment or release of hazardous energy.

stored energy. The potential for the release of energy after a machine or equipment has been de-energized or locked out due to an object's physical position, internal pressure, electric charge, or other factors.

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.