

California State University,  
Bakersfield

Lock-Out / Tag-Out

Program



CALIFORNIA STATE UNIVERSITY  
**BAKERSFIELD**  
Safety and Risk Management

Revised:  
November 2017  
May 2022  
June 2023

THIS PAGE INTENTIONALLY LEFT  
BLANK



California State University,  
Bakersfield  
Lock-Out / Tag-Out Program

1. INTRODUCTION

CAL OSHA (8CCR 2320.1, 2527.1, 2530.4, 3314) requires employers to provide written

A clear warning, such as DO NOT OPERATE,DO NOT START or DO NOT CLOSE,shall be stated on the tag.

The name of the employee who applied the tag must be printed on it. Only one individual may sign a danger tag.

Tags are not reusable, and must have a minimum test strength of 50 pounds.

#### 1. LOCKOUT PROCEDURES

Energy isolation locks and danger tags are to be applied only by employees who are authorized to perform work on specific equipment and trained to identify the affected area and isolate hazardous energy sources.

All University and contract employees working in the affected area must be notified before locks or tags are applied.

Turn off the equipment.

Apply at

### 3. REMOVAL OF LOCKS AND TAGS

Each individual must remove their own locks and tags.

The employee who is in charge of the work must remove his/her lock and the tag only after all other locks have been removed from a power source.

Persons who remove tags are responsible for satisfactory completion of the work, reinstallation of mechanical guards and notifying others that the equipment is back in service.

If a lock or tag appears to have been abandoned, all reasonable efforts will be made to contact the individual responsible for that lock or tag so they can return to campus to remove it. The Facilities Director and the Facilities Trades Supervisor are authorized to remove locks or tags belonging to any CSUB or contract employee after verifying that it is safe to do so. The IETC and Computer Repair Center Supervisors are authorized to remove locks of CSUB staff working under their supervision after verifying that it is safe to do so. If the managers responsible for abandoned lock removal are unavailable, abandoned locks and tags will be left in place unless emergency circumstances exist. In the event of an emergency, the manager in charge of Facilities Management or the Safety and Risk Manager will work with departmental staff to assure safety if the removal of abandoned locks or tags is necessary.