



Lockout/Tag Out Equipment Procedure

Equipment: Simple Plug-in Tools & Equipment

ID#: UCRPLUG-001

Description: Simple Plug Lockout	ID#: UCRPLUG-001	Date: 09/04/2025			
Building: Campus-wide	Verified by: T.Stark	Date: 09/04/2025			
Specific Location: Can be used at any UCR-owned or leased facility		Next Audit Due:			
Scope/Use: This procedure is required whenever a tool or equipment that has a plug on the power supply and no other forms of energy that can pose a hazard is serviced, cleaned, or maintained with removed or opened covers that expose moving parts, electrical contacts, or other hazards. If the cord will remain in your exclusive control (within visual sight and under close attention) and no one else is exposed or near the hazards, this procedure is not required. Refer to the cord and plug exemption on page 2.					
Purpose: This lockout will bring this equipment (or section) to a fully de-energized condition for inspections, cleaning, and repairs.					
1	Lockout Point(s)				
Lockout devices needed	1 lockout hasps (if others are exposed) 1 Tag 1 lock per employee 1 Cord Cover LOTO Device				
PPE Required	<ul style="list-style-type: none"> • Appropriate for maintenance being conducted • Safety glasses 				
Lockout Application Steps					
Step 1 – Review the procedure and verify you have all of the needed lockout devices and locks required					
Step 2 – Notify all affected persons and occupants that the equipment is being shut down					
Step 3 – Shut down the equipment from the operator controls and ensure it has completely stopped.					
STEP 4 – Dissipate and isolate all energy sources and lock out each point in order					
Order	Energy Source	Point	LOTO Device	Method	Visual
1		Power cord	Cord cover	Unplug the power connector and place the cord cover over the plug. Place the lock with the tag.	
STEP 5 – Verify lockout is complete by testing the operation and/or verifying there is no energy at the work location. Dissipate any energy from the system that may be released into the work area.					
Step 6 – Begin Work					

Lockout Release Steps


Step 1 – Inspect equipment and ensure all tools, spare parts, and waste are clear of the equipment and all covers and doors are closed and secured.

Step 2 – Review the procedure and make sure all authorized persons are present with their keys

Step 3 – Notify all affected persons and occupants that the equipment will be re-energized and tested

Step 4 – Check the area to make sure all affected persons and occupants are clear of the equipment, and it is safe to begin.

Step 5 – Remove locks and re-energize

Order	Energy	Point	Device	Method
1		Power cord	Cord cover	Remove the lock and cord cover. Plug in equipment when safe to do so.

Step 6 – Notify affected employees and occupants that the system is energized and ready for testing.

Step 7 – Startup equipment and verify proper operation

UCR Cord & Plug Equipment Exemption Procedure

Cord and plug equipment refers to any electrical equipment that uses a flexible cord and attachment plug to connect to a source of electricity as its sole energy source. If there are additional sources of energy, of any type, this exemption cannot be used.

The cord & plug exemption can be used only when:

All Hazardous energy is controlled by unplugging the equipment, and

The plugs remain under the exclusive continuous control of the worker performing the work. Exclusive control means the plug is within sight of the worker at all times, and they are the only person working on the equipment. If they leave the area, the equipment must be locked out. A second person assisting with the work also requires the equipment to be fully locked out.

When cord & plug equipment does not meet the above requirements, it must be locked out. Using a plug cover, as shown below, is the simplest method for lockout on cord and plug equipment. If more than one person will be working on the equipment, they also need to place a lock on the device. A hasp can be purchased to allow multiple locks.

Persons working under the cord & plug exemption are not required to be LOTO Authorized Persons but must complete the Awareness level training and may need to be Qualified Electrical Workers depending on the voltage of the equipment. If the equipment needs to be locked out, Authorized user training is required. Departments may choose to have a designated Lockout Authorized Person enact all lockouts, with the people performing work on the equipment adding their lock once the equipment is safely de-energized.