**DEFINITIONS**

This appendix identifies and defines various terms within the context of the University of Oregon’s Lockout/Tagout Program. Machinery and equipment must be de-energized and locked/tagged out at the source(s) of the energy before maintenance, repair, or modifications can be made. Definitions include:

1. *“****Affected Employee****”* – An employee who is required to use machines or equipment on which servicing is performed under the Lockout/Tagout standard or who perform other job responsibilities in an area where such servicing is performed. An Affected Employee can become an Authorized Employee when that Employee's duties include performing servicing or maintenance covered under this program and receives proper training by EHS and the Supervisor.
2. *“****Authorized Employee****”* –a person who Locks-out or Tags-out machines or equipment in order to perform servicing or maintenance on that machine or equipment.
3. *“****Authorized Supervisor****”* – the Supervisor of Authorized Employees performing LO/TO procedures.
4. *“****Energy-Control Procedures****”* – the written procedures that describe how workers will secure energy-isolating devices, use and remove Locks and Tags, and test energy-isolating devices.
5. *“****Lockout/Tagout Program****”* – the written program that at a minimum requires identifying machinery and/or processes having energy sources in the workplace that require LO/TO procedures before working on or maintaining equipment in the workplace, how to secure said machinery and processes, training requirements to be an Authorized Employee, and responsibilities of all parties involved with the processes, etc.
6. *“****Periodic Inspection****”* – the periodic inspection is an annual evaluation of the energy-control procedures for equipment that is Locked out or Tagged out by Authorized Employees that is completed by a Supervisor or designated Authorized Employee who understands the energy-control procedures for the equipment.
7. *“****Training****”* – Employee training conducted by EHS and Authorized Supervisor on the energy-control program including the LO/TO basic and machine specific instructions.