

Attachment 1

Dartmouth College  
Energy Control (Lockout/Tagout) Program

### Personal Locks

1. Personal protection only!
2. Color-coded by shop.
3. Individually keyed (with common master).
4. Placed and removed by authorized employee named on the lock.
5. Master key kept in designated lock box and used only when criteria for "Special Conditions for the Removal of Locks" are met.
6. Must be used with a tag unless all conditions for "Lock Without a Tag" are met.

### Mechanical Locks

1. Never to be used for personal protection!
2. Always yellow in color.
3. Keyed-alike.
4. Placed and removed only by authorized employees.
5. Must be used at all times with a tag or service note attached.