



Lockout/Tagout Checklist

YES NO



Energy Control Program

- ☛ Your company has an energy control program that prohibits service or maintenance on powered equipment unless energy has been drained and lockout/tagout procedures performed.
- ☛ All locations requiring lockout/tagout are identified.
- ☛ Lockout/tagout procedures are tested at least annually.
- ☛ Only trained authorized employees perform lockout and remove locks or tags.



Locks and Tags

Locks are:

- ☛ Standardized throughout the facility
- ☛ Strong enough to withstand all but heavy force or tools
- ☛ Used only for lockout
- ☛ Durable enough for conditions where they're used
- ☛ Identified with name of authorized employee who installs and removes them

Tags are:

- ☛ Used only when equipment can't be locked out
- ☛ Understood to be a warning only
- ☛ Standardized throughout the facility
- ☛ Used for this purpose only
- ☛ Strong and durable
- ☛ Marked with bold, easy-to-read warnings
- ☛ Identified, when used, with name of authorized employee who installs and removes them



Employee Training

Authorized employees have been trained and know:

- ☛ Type and amount of energy their machines and equipment use

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- | | YES | NO |
|--|--------------------------|--------------------------|
| ☛ How to control machine and equipment energy | <input type="checkbox"/> | <input type="checkbox"/> |
| ☛ Specific lockout/tagout procedures | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Affected employees</i> have been trained and know: | | |
| ☛ Why energy control procedures are important and required | <input type="checkbox"/> | <input type="checkbox"/> |
| ☛ Never to try to start locked or tagged equipment | <input type="checkbox"/> | <input type="checkbox"/> |
| ☛ Never to remove, ignore, or bypass locks and tags | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Other employees</i> have been trained and know: | | |
| ☛ Never to try to start locked or tagged equipment | <input type="checkbox"/> | <input type="checkbox"/> |
| ☛ Never to remove, ignore, or bypass locks and tags | <input type="checkbox"/> | <input type="checkbox"/> |



Lockout Procedures

Authorized employees perform lockout procedures in this sequence:

- | | | |
|---|--------------------------|--------------------------|
| ☛ Identify machine energy type, its hazards, and control devices. | <input type="checkbox"/> | <input type="checkbox"/> |
| ☛ Inform affected employees of planned lockout. | <input type="checkbox"/> | <input type="checkbox"/> |
| ☛ Determine who has primary responsibility if service/maintenance is group assignment. | <input type="checkbox"/> | <input type="checkbox"/> |
| ☛ Turn off machine or equipment. | <input type="checkbox"/> | <input type="checkbox"/> |
| ☛ Locate and isolate all energy sources; get rid of stored energy. | <input type="checkbox"/> | <input type="checkbox"/> |
| ☛ Lock out energy controls (all members attach own locks during group service/maintenance). | <input type="checkbox"/> | <input type="checkbox"/> |
| ☛ Test operating controls, then return to “off” position. | <input type="checkbox"/> | <input type="checkbox"/> |
| ☛ Perform service/maintenance. | <input type="checkbox"/> | <input type="checkbox"/> |
| ☛ If energizing to test or position equipment, follow lockout removal steps | <input type="checkbox"/> | <input type="checkbox"/> |
| ☛ Repeat lockout steps after test/positioning. | <input type="checkbox"/> | <input type="checkbox"/> |
| ☛ Before re-energizing, remove tools and be sure employees are safely away from equipment. | <input type="checkbox"/> | <input type="checkbox"/> |
| ☛ Reinstall machine guards. | <input type="checkbox"/> | <input type="checkbox"/> |
| ☛ Remove lockout devices. | <input type="checkbox"/> | <input type="checkbox"/> |
| ☛ Turn on energy and notify other employees. | <input type="checkbox"/> | <input type="checkbox"/> |