

Chapter 10 – Form 1: Lockout / Tagout Checklist

Review and check-off, or comment, on each item for the Lockout / Tagout procedure, or task.

Name / Signature

Title

Date (mmddyy)

- ☐ Does **Lockout / Tagout Electrical Safety Self-Inspection** (Form 2) need to be completed?
Y / N / NA (notes) _____.
- ☐ Established written program consisting of energy control procedures, training, and periodic inspections for servicing and maintaining machinery or equipment where the release of stored energy or unexpected energizing could cause injury to an employee?
- ☐ Procedure(s) clearly outline the scope, purpose, authorization, rules and techniques to be used in controlling hazardous energy?
- ☐ Does the lockout/tagout (LO/TO) program include a means to enforce compliance?
- ☐ Employees who are authorized to use lockout/tagout been trained on the procedure(s).
- ☐ Retrain your employees on lockout/tagout when their job assignments change, machinery or processes change and present a new hazard, or procedures change.
- ☐ ALL machinery or equipment, where unexpected energizing or release of stored energy could cause injury to an employee, locked out, or tagged out, during servicing or maintenance?

- ☐ Employees required to remove or bypass a guard or safety device during servicing and maintenance of any equipment or machinery for the LO/TO?

- ☐ Are employees required to place any part of their body into an area on a machine or piece of equipment where work is actually performed upon the material being processed (point of operation) or where an associated danger zone exists during a machine operating cycle.

- ☐ When doing service or maintenance work on cord and plug connected machinery or equipment is the plug under the exclusive control of the employee performing the work?

- ☐ Have the procedure(s) identified the following?
- ☐ Affixing lockout/tagout devices to energy isolating devices to disable machinery or equipment and prevent unexpected energizing?

- ☐ Shutting down, isolating, blocking, and securing machinery and equipment?

- ☐ Placing, removing, and transferring of lockout/tagout devices?

- ☐ Determining the effectiveness of the lockout/tagout devices?

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- ☐ Verify employees instructed to lock equipment and machinery out at the main power disconnects.

 - ☐ Verify that the lockout/tagout procedure requires that stored (potential) energy be released or blocked before equipment is locked-out for repairs.

 - ☐ How are affected employees notified that machinery or equipment is being locked out or that lockout devices are being removed?

 - ☐ What procedure(s) are being used for removing a lockout/tagout device when the employee who placed it is not available?

 - ☐ Are appropriate employees provided with individually keyed personal safety locks that identify the user?

 - ☐ How are lockout and tagout devices standardized by; color, shape, or size?

 - ☐ Verify employees required to maintain exclusive control of their keys while they have safety locks in use.

 - ☐ Verify that employees are required to check the safety of the lockout by attempting to start up after making sure no one is exposed.

- When the power-disconnecting means does not also disconnect the electrical control circuit:
- ☐ Have the appropriate electrical enclosures been identified?

 - ☐ Are controls provided to ensure the control circuit can be disconnected and locked out?

 - ☐ Do authorized persons perform a periodic inspection of your energy control procedures at least annually?

 - ☐ Have the periodic inspections have been conducted and certified?
