

Control of Hazardous Energy (lockout/tagout) Checklist

This checklist applies to LOTO for general industry workplaces:

- Have you established a 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?
- Do your procedures clearly outline the scope, purpose, authorization, rules and techniques to be used in controlling hazardous energy?
- Does your lockout/tagout program include a means to enforce compliance?
- Have your employees who are authorized to use lockout/tagout been trained on the procedures?
- Do you retrain your employees on lockout/tagout when their job assignments change, machinery or processes change and present a new hazard, or procedures change?
- Is 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?
- Are employees required to remove or bypass a guard or safety device during servicing and maintenance of any equipment or machinery?
- 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 you identified procedures for 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?
- Do you instruct your employees to lock equipment and machinery out at the main power disconnects?
- Does the lockout/tagout procedure require that stored (potential) energy be released or blocked before equipment is locked-out for repairs?
- Do your procedures identify how affected employees will be notified that machinery or equipment is being locked out or that lockout devices are being removed?
- Have you identified procedures to be 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?

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- Are your lockout and tagout devices standardized by color, shape, or size?
- Are employees required to maintain exclusive control of their keys while they have safety locks in use?
- Do you require employees 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:

- Are appropriate electrical enclosures identified?
- Are means provided to ensure the control circuit can also be disconnected and locked out?
- Do you have an authorized person perform a periodic inspection of your energy control procedures at least annually?
- Do you certify that the periodic inspections have been conducted?

Key rules:

Division 2, Subdivision J, 1910.147