

Completed By:

Location:

Date Completed:

Lockout/Tagout

Instructions: This checklist is intended to help you identify potential hazards in your workplace. The questions are based on applicable Federal OSHA standards. Keep in mind that additional state and local regulations may apply, depending upon your location. Please check one answer for each question. If you select “no,” you should investigate further to determine what corrective action may be needed to address the hazard. You can review the specific OSHA Standards outlined below at www.osha.gov/law-regs.html. Choose “General Industry” or “Construction.”

	Questions	OSHA Regulation	Yes	No	N/A
	General Requirements for Energy Control				
1)	Are all energy isolating devices for machines or equipment designed to accept a lockout device?	1910.147(c)(2)(iii)			
2)	Are lockout and/or tagout devices being affixed to each energy isolating device by authorized employees?	1910.147(d)(4)(i)			
3)	Do procedures exist and is someone assigned responsibility for removing and transferring locks and tags?	1910.147(c)(4)(ii)(C)			
4)	Do procedures exist for shutting down, isolating, blocking, and securing (locks and tags) energy?	1910.147(c)(4)(ii)(B)			
5)	Do requirements exist for testing a machine or equipment to determine and verify the effectiveness of lockout/tagout and other energy control measures?	1910.147(c)(4)(ii)(D)			
6)	Do the procedures clearly outline the scope, purpose, responsibility, authorization, rules, and techniques to be utilized for the control of hazardous energy, and means to enforce compliance?	1910.147(c)(4)(ii)			
7)	Does the employer have procedures for control of hazardous energy with specific requirements for securing machines, placement, transfer, and removal of lockout devices, and testing locked machinery?	1910.147(c)(4)			
8)	Does the program require that all hazardous energy sources be isolated, locked or tagged, and otherwise disabled before anyone performs any activity where the unexpected energization, startup, stored energy could occur and cause injury?	1910.147(c)(1)			

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	General Requirements for Energy Control				
9)	If an energy-isolating device cannot be locked out, is a tagout procedure used?	1910.147(c)(2)(i)			
10)	Prior to starting work on machines that have been locked out or tagged out, does the authorized employee verify that isolation of the equipment has been done?	1910.147(c)(9)			
11)	When a tagout device is used on any energy isolating device is it capable of being locked out?	1910.147(c)(3)(i)			
	Protective Materials and Hardware				
12)	Are lockout and tagout devices capable of withstanding the environment to which they are exposed?	1910.147(c)(5)(ii)(A)(1)			
13)	Are lockout and tagout devices standardized within the facility (i.e., color, shape, size, and format)?	1910.147(c)(5)(ii)(B)			
14)	Are lockout devices strong enough to prevent removal without the use of excessive force?	1910.147(c)(5)(ii)(C)(1)			
15)	Are locks, tags, chains, adapter pins, or other hardware available for securing or blocking energy sources?	1910.147(c)(5)(i)			
16)	Are tagout devices strong enough to prevent accidental removal?	1910.147(c)(5)(ii)(C)(2)			
17)	Do tagout devices warn against hazardous conditions if the machine or equipment is energized and include a legend such as "Do not start" or "Do not operate?"	1910.147(c)(5)(iii)			
	Periodic Inspections				
18)	Are inspections conducted by an authorized person (other than the ones using the energy control procedures) to ensure control procedures are being implemented?	1910.147(c)(6)(i)(A)			

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	Periodic Inspections				
19)	Does the employer conduct a periodic inspection of the energy control procedure at least annually to ensure that procedures are being followed?	1910.147(c)(6)(i)			
20)	Is each inspection certified by identifying the machine or equipment on which the energy control procedure was being used, the date of the inspection, the people included in the inspection, and the person performing the inspection?	1910.147(c)(6)(ii)			
	Training				
21)	Does the training program include all other employees whose work operations may be in an area where energy control procedures may be utilized?	1910.147(c)(7)(i)(C)			
22)	Does the training program include each authorized employee in the recognition of hazardous energy sources?	1910.147(c)(7)(i)(A)			
23)	Is this training repeated periodically when changes or deviations occur in the energy control procedure?	1910.147(c)(7)(iii)			
24)	Is training provided and documented to ensure that (a) the purpose and function of the energy control procedures are understood, and (b) the knowledge and skills required for the safe application and removal of energy controls are acquired?	1910.147(c)(7)(i)			
25)	When tagout systems are used, are employees trained in the limitations of the tags?	1910.147(c)(7)(ii)			

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