

Environmental Health and Safety

Lockout-Tagout Checklist

Department: _____

Name/Dept of Person in Charge: _____

(Must sign-off below to verify lockout/tagout procedure is complete before maintenance/services are performed)

Machine/Equipment Description: _____

Purpose

The following procedures must be followed by all employees whenever the service or maintenance of the machine/equipment described above could expose them to injury due to the unexpected energization, start-up or release of stored energy associated with this machine/equipment.

Anyone working on this machine/equipment who may be exposed to these types of hazard must be provided with personally assigned, standardized and coded lock(s) and tag(s). Each employee who is issued this equipment is responsible for ensuring

that it is used as required by these procedures. When locks are used, the key(s) for controlling these lock(s) must remain under their control during the entire time they are exposed to these hazards.

If an employee feels insecure about the procedures being used, they may elect to check the procedure to ensure related hazards have been addressed appropriately.

If maintenance/service activities involve entry into a confined space, **follow required confined space entry procedures.**

Lock-out procedure checklist

1. Notify employees/departments affected by inspection/servicing/maintenance activities.
List method of notification and persons notified.

2. Identify energy sources that need to be controlled to eliminate hazards.

_____ Electric

_____ Pneumatic

_____ Other

_____ Steam

_____ Thermal

_____ Hydraulic

_____ Mechanical

3. Shut the machine/equipment down using normal procedures by:



Environmental Health and Safety

Lockout-Tagout Checklist

4. Deactivate and isolate the machine/equipment from energy sources.

(Note: Single-line drawings are required for reference and located _____)

Check each item off when lockout/tagout device is in place

Isolation Point	Procedure
_____(1) _____	_____
_____(2) _____	_____
_____(3) _____	_____
_____(4) _____	_____
_____(5) _____	_____
_____(6) _____	_____
_____(7) _____	_____
_____(8) _____	_____
_____(9) _____	_____
_____(10) _____	_____

5. Restrain or release stored or residual energy sources and check off as completed.

_____(1) _____
_____(2) _____
_____(3) _____
_____(4) _____



Environmental Health and Safety Lockout-Tagout Checklist

6. **AFTER CHECKING THAT NO PERSONNEL ARE EXPOSED TO RELATED TO HAZARDS,** verify the isolation of the machine/equipment by attempting to start using normal procedures and by operating/testing as follows:

7. Be sure to return switches to OFF position after testing

Authorized Person-in-Charge: _____

(Signature)

Date: _____ *Time:* _____



Environmental Health and Safety

Lockout-Tagout Checklist

Return to Service Procedures

Each lock and tag must be removed by the employee who applied it or under their direct supervision.

If the employee is not available and the lock must be removed, the authorized person-in-charge is responsible for ensuring and documenting that applicable emergency removal procedures are followed.

If service/maintenance procedures involve entry into a confined space, **follow all required confined space entry procedures before returning machine/equipment to service.**

Return to Service Checklist

Note: Additional items or detail should be added to this checklist as required to ensure safe start-up

1. _____ Clear the machine/equipment of tools and materials
2. _____ Notify and remove employees from machine/equipment
3. _____ Remove blanks & blocks, reconnect components as required
4. _____ Remove lockout/tagout devices
5. _____ Visually inspect area to ensure no one will be exposed to hazards when equipment is energized
6. _____ Energize and proceed with testing or positioning
7. _____ Release machine/equipment to normal service or reapply energy control measures as required.

Comments:

Authorized Person-in-Charge: _____

(Signature)

Date: _____ Time: _____

