

Lockout/Tagout (LOTO) Compliance Guide

Prepared for _____

By _____ Date _____

Scope

The OSHA Control of Hazardous Energy (Lockout/Tagout) standard (**29 CFR 1910.147**) covers the servicing and maintenance of machines and equipment in which the unexpected energization, start up of the machines or equipment, or release of stored energy could cause injury to employees. Energy sources may include: electrical, mechanical, hydraulic, pneumatic, chemical, nuclear, thermal or other energy.

Application

This standard applies to the control of energy during servicing and/or maintenance of machines or equipment. Normal production operations are not covered by this standard. Servicing and/or maintenance which takes place during normal production operations is covered by this standard if:

1. An employee is required to remove or bypass a guard or other safety device; or
2. An employee is required to place any part of his or her 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.

Applications not covered:

- ◆ Minor tool changes and adjustments and other minor servicing activities which take place during normal production operations are not covered by the standard if they are routine, repetitive and integral to the use of the equipment for production, provided that the work is performed using alternative measures which provide effective machine safeguarding protection.
- ◆ Cord and plug connected electrical equipment when the employee performing the service or maintenance controls energization by unplugging the equipment from the energy source and by the plug being under his/her exclusive control.
- ◆ Hot tap operations involving transmission and distribution systems from substances such as gas, steam, water or petroleum, when they are performed on pressurized pipelines, provided that the employer demonstrates that: continuity of service is essential, shutdown of the system

is impractical, documented procedures are followed, and employees are effectively protected by special equipment.

Energy Control Program

The employer shall establish a program consisting of energy control procedures, employee training and periodic inspections to ensure that before any employee performs any servicing or maintenance on a machine or equipment where the unexpected energizing, startup or release of stored energy could occur and cause injury, the machine or equipment shall be isolated from the energy source and rendered inoperative.

Core components of the energy control program

1. Energy control procedures that detail and document the specific information that an authorized employee must know to accomplish lockout/tagout, namely, the scope, purpose, authorization rules and techniques to be utilized for the control of hazardous energy.
2. Periodic inspections of the energy control procedures to ensure that the procedures and the requirements of the standard are being followed.
3. Employee training and retraining, along with additional training under a tagout system, to ensure that the purpose and function of the energy control programs are understood by everyone.

Energy Control Procedures Documentation

Employers must develop, document, and use specific procedures to control potentially hazardous energy when employees are servicing equipment or machinery.

The procedures must outline the scope, purpose, authorization, rules and techniques that the employer will use to control hazardous energy and must state the means to be used to enforce compliance.

At a minimum, the procedures must include:

1. A specific statement of the intended use of the procedure.
2. Specific procedural steps for shutting down, isolating, blocking, and securing machines or equipment to control hazardous energy.
3. Specific procedural steps for the placement, removal, and transfer of lockout devices or tagout devices, and a description of who has responsibility for them.
4. Specific requirements for testing a machine or piece of equipment to determine and verify the effectiveness of lockout devices, tagout devices, and other energy control.

Documentation of the procedures is not required if:

1. The machine or equipment has no potential for stored or residual energy, or for re-accumulation of stored energy after shut down, which could endanger employees.
2. The machine or equipment has a single energy source that can be readily identified and isolated and the isolation and locking out of that energy source will completely de-energize and deactivate the machine or equipment.
3. The machine or equipment is isolated from that energy source and locked out during servicing or maintenance.
4. A single lockout device will achieve a locked out condition.
5. The lockout device is under the exclusive control of the authorized employee performing the servicing or maintenance.
6. The servicing or maintenance does not create hazards for other employees.
7. The employer has had no incidents involving the unexpected activation or re-energization of machines or equipment during servicing or maintenance.

Periodic Inspection

Periodic inspections must be conducted, at least annually, to ensure that the energy control procedures continue to be implemented properly, that the employees are familiar with their responsibilities and that any deviations or procedural inadequacies that are observed are corrected. The person conducting the inspection should be an authorized employee not involved in the energy control procedure being inspected.

The inspection should, at minimum, include the following:

1. The employer must identify any deficiencies or deviations and correct them.
2. Where lockout is used, the inspector must review each authorized employee's responsibilities under the procedure with that employee (group meetings are acceptable).
3. Where tagout is used, the inspector must review both the authorized and affected employee's responsibilities with those employees for the energy control procedure being inspected, and the additional training responsibilities of 1910.147(c)(7)(ii).
4. The employer must certify that the periodic inspections have been performed.

The inspection certificate should:

1. Identify machine on which the procedure was utilized.
2. Date of inspection.
3. Identify the employees included in inspection.
4. Identify person who performed the inspection.

Employee Training and Communication

Employees must be trained so that they understand the purpose and function of the energy control program and acquire the knowledge and skills necessary for the safe application, usage and removal of the energy controls.

The following employees require training:

1. Authorized employees must receive training on the recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation and control.
2. Affected employees must receive training on the purpose and use of the energy control procedure.
3. Other employees (those whose work activities are or may be in an area where energy control procedures may be utilized) must be instructed about the procedure and about the prohibition relating to attempts to restart or reenergize machines or equipment that are locked out or tagged out.

Employers must also train employees in the following limitations of tags:

1. Tags are essentially warning devices affixed to energy isolating devices and do not provide the physical restraint on those devices that is provided by a lock.
2. When a tag is attached to an energy isolating means, it is not to be removed without authorization and it is never to be bypassed, ignored, or otherwise defeated.
3. Tags must be legible and understandable by all employees.
4. Tags and their means of attachment must be made of materials, which will withstand the environmental conditions encountered in the workplace.
5. Tags may evoke a false sense of security and their meaning needs to be understood as part of the overall energy control program.
6. Tags must be securely attached to energy isolating devices so that they cannot be inadvertently or accidentally detached during use.

Retraining shall be provided for all authorized employees and affected employees whenever:

1. There is a change in their job assignments.
2. A change in machines, equipment or processes that present a new hazard.
3. When there is a change in the employer's Lockout/Tagout program.

Additional training shall also be conducted:

1. Whenever a periodic inspection reveals noncompliance.
2. Whenever the employer has reason to believe that there are deviations from or inadequacies in the employee's knowledge or use of the energy control procedures. The retraining shall reestablish employee proficiency and introduce new or revised control methods and procedures, as necessary.

The employer shall certify that employee training has been accomplished and is being kept up to date. When a tagout system is used, the employees shall also be trained in the limitations of tags.

Notification of employees

Affected employees shall be notified by the employer or authorized employee of the application and removal of lockout devices or tagout devices. Notification shall be given before the controls are applied, and after they are removed from the machine or equipment.

Application of Energy Control

To safely apply energy control to machines or equipment (using either lockout or tagout devices), authorized employees must perform certain procedures, in a specific order.

- ◆ Preparation for shutdown: Before an authorized or affected employee turns off a machine or equipment, the authorized employee must have knowledge of the type and magnitude of the energy, the hazards of the energy to be controlled, and the method or means to control the energy.
- ◆ Machine or equipment shutdown: The machine or equipment must be turned off or shut down using the procedures established for it to avoid any additional or increased hazards to employees as a result of the machine or equipment stoppage.
- ◆ Machine or equipment isolation: All energy isolating devices that are needed to control the machine's energy source must be located. These devices must then be used to isolate the machine or equipment from its energy source.
- ◆ Lockout or tagout device application:
 - a. Authorized employees must affix lockout or tagout devices to each energy-isolating device.
 - b. Each authorized employee shall place his/her own personal lockout device or tagout device on the energy isolating device(s).
 - c. When an energy-isolating device cannot accept multiple locks or tags, a multiple lockout or tagout device (hasp) may be used.

- d. If lockout is used, a single lock may be used to lockout the machine or equipment with the key being placed in a lockout box or cabinet which allows the use of multiple locks to secure the box or cabinet.
 - e. Each authorized employee will then use his/her own lock to secure the box or cabinet.
 - f. Lockout devices when used must be affixed in a manner that will hold the energy isolating devices in a "safe" or "off" position.
 - g. Where tagout devices are used, it must be affixed in a manner that will clearly indicate that the operation or movement of energy isolating devices from the "safe" or "off" position is prohibited. Where tagout devices are used with energy isolating devices designed with the capability of being locked, the tag attachment shall be fastened at the same point at which the lock would have been attached.
 - h. If the tag can not be affixed directly to the energy isolating device, the tag must be located as close as safely possible to the device, in a position that will be immediately obvious to anyone attempting to operate the device.
- ◆ Stored energy: After the energy isolating device has been locked out or tagged out, all potentially hazardous stored or residual energy must be relieved, disconnected, restrained, or otherwise rendered safe. If there is a possibility of reaccumulation of stored energy to a hazardous level, verification of isolation shall be continued until the servicing or maintenance is completed, or until the possibility of such accumulation no longer exists.
 - ◆ Verification of isolation: Before any work begins on machines or equipment that have been locked out or tagged out, an authorized employee must verify that the machine or equipment has been properly isolated and de-energized.

Equipment for Lockout/tagout

For the purpose of achieving lockout/tagout, employees will be provided with appropriate lockout equipment. Equipment shall include, but not be limited to:

- | | |
|-----------------------|-------------------------|
| Padlocks | Lockout clamps |
| Lockout tags/ devices | Circuit breaker lockout |

1. **Padlocks** - One or more padlocks will be issued to each authorized employee. Each employee will have an individual key. Only one key per lock shall be issued. These locks may be used only for lockout purposes. Locks will be identified by a number assigned to each employee and/or by the use of a nametag. Only the authorized person may apply and remove the lock, and the key may never be given to another person.

*A second or master key for each lock will be issued to designated supervisors to enable them to open and remove a padlock under certain circumstances.

2. **Lockout Clamps** - These devices are designed to accommodate more than one lockout padlock when more than one person is working on de-activated equipment. Each person, to assure his or her safety, will apply a lock and warning tag and remove it when the task is completed.
3. **Warning Tags** - Authorized employees will be issued warning tags which must be used whenever a padlock cannot be applied. The tag must be affixed as closely as possible to the energy disconnect with a single purpose 50-pound strength plastic tie. Extra caution must be exercised since there is no physical restraint when only a tag is used and energy can be restored without removing a padlock. In addition, where possible, energy source components should be altered, removed, or obstructions should be placed to restrict access to energy disconnects. Electricians may remove fuses but must attach a tag to the panel involved and remove it when the machine is ready for service and the fuse is replaced.

Tag legends may include, but are not limited to:

DANGER Do Not Start	DANGER Do Not Energize
DANGER Do Not Open	DANGER Do Not Operate
DANGER Do Not Close	DANGER Hands Off

Warning signs must comply with ANSI-Z535 (2001) standards.

Warning tags shall bear the name of the authorized person and the date of application. Tags must be durable, weather proof and not easily damaged.

Release from Lockout/Tagout

The Lockout/Tagout standard includes requirements for releasing machines or equipment that have been locked out or tagged out prior to restoring energy to the equipment and using it. Before lockout or tagout devices are removed, and energy restored, authorized employee must complete certain procedures.

- ◆ **Machine/equipment inspection:** The work area must be inspected to ensure that nonessential items (e.g., tools, spare parts) have been removed and that all of the machine or equipment components are operationally intact.
- ◆ **Positioning of employees:** The work area must be checked to ensure that all employees have been safely positioned or have cleared the area. In addition, all affected employees must be notified that the lockout or tagout devices have been removed before the equipment is started.
- ◆ **Lockout or tagout device removal:** Each lockout or tagout device must be removed from the energy-isolating device by the employee who applied the device.

When can an employee other than the one who applied the lockout/tagout device to remove the device?

When the authorized employee who applied the lockout or tagout device is not available to remove it, that device may be removed under the direction of the employer, provided that specific procedures and training for such removal have been developed, documented, and incorporated into the employer's energy control program.

Steps to be taken (by employee other than the one who applied the lockout/tagout device) to remove the device:

1. The employer must verify that the authorized employee who applied the device is not at the facility.
2. The employer must make all reasonable efforts to contact the authorized employee to inform him/her that his/her lockout or tagout device has been removed.
3. The employer must ensure that the authorized employees know that the lockout device has been removed before he/she resumes work at the facility.

Temporary Removal of Lockout or Tagout Devices

In some circumstances, employees need to temporarily restore energy to a machine or piece of equipment during servicing or maintenance to test and /or reposition the machine or piece of equipment. Lockout or tagout devices may be removed temporarily in order to perform these tasks.

Sequence of action for temporary removal of the lockout/tagout devices:

1. The machine or equipment must be cleared of tools and materials.
1. Employees must be removed from the machine or equipment area.
2. All lockout or tagout devices may then be removed.
4. Authorized employees may then proceed to energize and test or position the equipment or machinery.
5. Following testing or positioning, all systems must be de-energized and energy control measures reapplied to continue the servicing and /or maintenance.

Restoring Equipment to Service

When servicing or maintenance is completed and the machine or equipment is ready to return to normal operating condition, the following steps shall be taken by the authorized person:

1. Visually inspect the machine or equipment and the immediate area around the machine or equipment to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.

2. Visually inspect the work area to ensure that all employees have been safely positioned or removed from the area.
3. Verify that the controls are in neutral.
4. Remove the lockout device(s) and re-energize the machine or equipment.

NOTE: The removal of some forms of blocking may require re-energization of the machine before safe removal.

5. Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready to use.

Group Lockout/Tagout Procedure

If more than one authorized employee is required to lockout or tagout equipment, the following organizational procedures/structure shall be followed:

1. Each authorized employee shall affix a personal lockout or tagout device to the group lockout device, group lockbox, or comparable mechanism when he or she begins work, and shall remove those devices when he or she stops working on the machine or equipment being serviced or maintained.
2. A primary authorized employee shall be designated to exercise primary responsibility for implementation and coordination of the lockout/tagout of hazardous energy sources and for the equipment to be serviced.
3. The primary authorized employee would coordinate with equipment operators before and after completion of servicing and maintenance operations that require lockout/tagout.
4. A verification system would be implemented to ensure the continued isolation and deenergization of hazardous energy sources during maintenance and servicing operations.
5. Each authorized employee will be assured of his/her right to verify individually that the hazardous energy has been isolated and/or de-energized.
6. When more than one crew, craft, department, etc. is involved, each separate group of servicing/maintenance personnel would be accounted for by a principal authorized employee from each group. Note: The principal authorized employee is an authorized employee who oversees or leads a group of servicing or maintenance worker such as plumbers or electricians. Each principal authorized employee is responsible to the primary authorized employee for maintaining accountability of each worker in that specific group. No authorized employee may attach or remove another authorized

person's lock/tag unless the provisions of the exception to 29 CFR1910.147(e)(3) are met.

Maintaining continuity of Lockout/Tagout protection during shift or personnel changes:

Employers must ensure the continuity of employee protection by providing for the orderly transfer of lockout or tagout device protection between off going and incoming employees. This will help to minimize exposure to hazards from the unexpected energization or startup of the machine or equipment or the release of stored energy.

Outside Personnel (Contractors)

1. Whenever contractors and other outside servicing personnel perform tasks covered by the Lockout/Tagout standard, they must adhere to all the standard's requirements.
2. The contractor or outside employer and the onsite employer must inform each other of their respective energy control program responsibilities.
3. The onsite employer must ensure that his/her employees understand and comply with the restrictions and prohibitions of the outside employer's energy control program.

Requirements for Lockout/Tagout Devices

1. Must be durable, so that they are capable of withstanding the environment to which they are exposed for the maximum period of time that exposure is expected.
2. Must be singularly identified.
3. Must be the only devices used for controlling energy.
4. Must not be used for other purposes.
5. Must be standardized within the facility in at least one of the following criteria: color, shape, or size. Additionally, tagout devices must be standardized as to print and format.
6. Must be identifiable, in that it indicates the identity of the employee applying the devices.

Hardware requirements for lockout:

1. Lockout equipment must be substantial enough to prevent removal without the use of excessive force or unusual techniques such as with the use of bolt cutters or other metal cutting tools.

Hardware requirements for tagout:

1. Must be constructed and printed so that exposure to weather conditions or wet and damp locations will not cause the tag to deteriorate or the message on the tag to become illegible.

2. Must not deteriorate when used in corrosive environments such as areas where acid and alkali chemicals are handled and stored.
3. Must be standardized in print and format.
4. Must be substantial to prevent inadvertent or accidental removal.
5. Must have an attachment means of a non-reusable type, attachable by hand, self locking, and non-releasable with a minimum unlocking strength of no less than 50 pounds and having the general design and basic characteristics of being at least equivalent to a one piece all environment tolerant nylon cable tie.
6. Must warn against hazardous conditions if the machine or equipment is energized.
7. Must include a legend such as: Do Not Start, Do Not Open, Do Not Close, Do Not Energize, and Do Not Operate.

Appendix A - Definitions

Affected Employee - an employee whose job requires him/her to operate or use a machine/equipment on which servicing or maintenance is being performed under lockout or tagout.

Authorized Employee - an employee who locks out or tags out machines or equipment in order to perform servicing or maintenance on that machine or equipment.

Capable of being locked out. An energy isolating device is capable of being locked out if it has a hasp or other means of attachment to which, or through which, a lock can be affixed, or it has a locking mechanism built into it. Other energy isolating devices are capable of being locked out, if lockout can be achieved without the need to dismantle, rebuild, or replace the energy isolating device or permanently alter its energy control capability.

Energized - Connected to an energy source or containing residual or stored energy.

Energy Isolating Device - a mechanical device that physically prevents the transmission or release of energy. Manually operated disconnect switches, line valves, blocks and slide gates are examples of energy control devices that provide visible indication of the position of the device. "On/off" buttons, selector switches and other control circuit devices are not energy control devices.

Energy Sources - any electrical, mechanical, hydraulic, pneumatic, chemical, nuclear, thermal or other energy.

Hot tap - A procedure used in the repair, maintenance and services activities which involves welding on a piece of equipment (pipelines, vessels or tanks) under pressure, in order to install connections or appurtenances. It is commonly used to replace or add sections of pipeline without the interruption of service for air, gas, water, steam, and petrochemical distribution systems.

Lockout - The placement of a lockout device on an energy isolating device, in accordance with an established procedure, ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

Lockout Device - a device that utilizes a positive means, such as lock, either key or combination, to hold an energy isolating device in a safe position and prevent energization of a machine or equipment.

Normal production operations - The utilization of a machine or equipment to perform its intended production function.

Servicing and/or maintenance - Workplace activities such as constructing, installing, setting up, adjusting, inspecting, modifying, and maintaining and/or servicing machines or equipment. These activities include lubrication, cleaning or unjamming of machines or

equipment and making adjustments or tool changes, where the employee may be exposed to the unexpected energization or startup of the equipment or release of hazardous energy.

Setting up - Any work performed to prepare a machine or equipment to perform its normal production operation.

Tagout - the placement of a tagout device on an energy isolating device, in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

Tagout Device - a prominent warning device, such as a tag and a , which can be securely fastened to an energy isolating device in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device has been removed.

Appendix B - Lockout/Tagout Compliance Checklist

Agency/Institution: _____ Date: _____

Contact Person: _____ Phone Number: _____

	<u>YES</u>	<u>NO</u>	<u>COMPLETION DATE</u>
1. Equipment, machinery and personnel:			
a. A list of equipment and machines that need to be locked out has been developed.	_____	_____	_____
b. All new machinery (after Jan. 1990) has the ability to accept a lockout device.	_____	_____	_____
c. Specific <u>written</u> Energy Control Procedures are developed and used for each piece of equipment.	_____	_____	_____
d. A list of all <u>authorized</u> employees has been developed.	_____	_____	_____
e. A list of all <u>affected</u> employees has been developed.	_____	_____	_____
2. Energy Control Program:			
a. A <u>written</u> Energy Control Program has been developed.	_____	_____	_____
b. Does the written program state the methods of compliance, including the:			
• Intended use of procedures.	_____	_____	_____
• Steps for shut down, isolating, blocking and securing energy.	_____	_____	_____
• Steps for placement, removal, and transfer of lockout/tagout devices.	_____	_____	_____
• Requirements for testing to verify effectiveness of lockout/tagout.	_____	_____	_____
c. Compliance with energy control procedures is verified at <u>least annually</u> . The results of the inspection are certified and kept on file.	_____	_____	_____

- d. Lockout/tagout devices are provided.
(locks, hasps, tags, etc.). _____
- e. Lockout devices are singularly identified,
durable, standardized, substantial and
employee identifiable. _____
- f. Lockout devices are used only for energy
control. _____
- g. A tagout system is used only if a isolating
device cannot be locked out. _____
- h. Tagout devices are located at the same
location as lockout devices. _____
- i. Tagout devices warn against hazardous
conditions such as Do Not Start, Do Not Open. _____
- j. Energy isolation is performed ONLY by
authorized employees. _____
- k. Affected employees are notified before and
after lockout/tagout. _____
- l. Group lockout/tagout procedures are
used when needed. _____
- m. Information about each others' lockout
program is exchanged with contractors. _____
- n. Continuity of lockout/tagout is provided
during shift change and personnel changes. _____

3. Training requirements:

- a. Authorized employees - recognition of energy
sources, type and magnitude of energy and
methods and procedures necessary for isolation
and control. _____
- b. Affected employees - purpose and use of
energy control procedures. _____
- c. Other employees - instructed on the procedures
locked or tagged out. _____
- d. For tagout system - limitations of tags. _____
- e. Retraining - when change in job, assignment,

equipment, process, procedure or the result of an inspection.

f. Training is certified with names and dates.

Comments:

Source: This compliance guide and checklist was developed with information from the previous guide developed by Joyce Hinds, Safety and Health Director for the Wisconsin Department of Corrections, and with resources from <http://www.setonresourcecenter.com>

This resource was adapted for use by public and private employers by the Bureau of State Risk Management and is available on the Bureau's Internet web site.

The address is <http://www.doa.state.wi.us/dsas/risk/>

Appendix C

SPECIFIC ENERGY CONTROL PROCEDURES FOR EACH PIECE OR TYPE OF MACHINE OR EQUIPMENT

Procedure Number: _____	Date: _____
Completed By: _____	
Machine(s) or Equipment utilizing this procedure: _____ _____	
Number of Locks required: _____	
Other Lockout Devices required: _____	

PROCEDURES FOR CONTROLLING HAZARDOUS ENERGY

1. Source(s) of Hazardous Energy (Check (✓) all that apply).

- | | | |
|---------------------------------------|--------------------------------------|----------------------------------|
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Natural Gas | <input type="checkbox"/> Springs |
| <input type="checkbox"/> Hydraulic | <input type="checkbox"/> Gravity | <input type="checkbox"/> Steam |
| <input type="checkbox"/> Chemical | <input type="checkbox"/> Pneumatic | <input type="checkbox"/> Thermal |
| <input type="checkbox"/> Other: _____ | | |

2. Notify affected employees that the machine/equipment is about to be shut down and locked out.

Specific Instructions: _____

3. Shut down the machine/equipment using normal stopping procedures.

Specific Instructions: _____

4. Isolate all energy sources listed above.

Specific Instructions: _____

5. A) Apply locks to all isolate devices operated in Step Four.

Specific Instructions: _____

B) If a tag is used in lieu of a lock when the energy-isolating device is incapable of lock-out, the following additional safety precaution will be taken:

Specific Instructions: _____

6. Block or dissipate all stored energy in rams, flywheels, springs, pneumatic or hydraulic systems and steam or gas lines.

Specific Instructions: _____

7. Verify that the machine/equipment is locked out by testing the machine operating controls.

RETURN ALL CONTROLS TO THE "NEUTRAL" OR "OFF" POSITION AFTER TESTING.

Specific Instructions: _____

PROCEDURE FOR REMOVING LOCKS/TAGS

1. Check the machine/equipment to be sure it is operationally intact, tools have been removed, and guards have been replaced.

Specific Instructions: _____

2. Check to be sure all employees are safely positioned.

Specific Instructions: _____

3. Notify all affected employees that locks/tags are going to be removed and the machine equipment is ready for operation.

Specific Instructions: _____

4. Remove all locks, blocks, or other energy restraints.

Specific Instructions: _____

5. Restore all energy to the machine/equipment.

Specific Instructions: _____

Other Comments/Special Precautions:

*** Source: Sentry Insurance**

APPENDIX G - ANNUAL POWER LOCKOUT/TAGOUT INSPECTION WORKSHEET

DATE: _____ **ORGANIZATION:** _____

MACHINE/EQUIPMENT NAME(S): _____

REVIEW WITH EMPLOYEE(S) PERFORMING SERVICE OR MAINTENANCE ON THE FOLLOWING:

- **HAVE YOU HAD LOCKOUT TRAINING?** YES ___ No ___
- **DO YOU HAVE A SAFETY LOCK?** YES ___ No ___
- **ARE LOCKOUT PROCEDURES FOR THE ABOVE MACHINE/EQUIPMENT AVAILABLE AND/OR POSTED?** YES ___ No ___
- **DO YOU KNOW AND UNDERSTAND YOUR LOCKOUT RESPONSIBILITIES?** YES ___ No ___

OBSERVATION:

WERE LOCKOUT PROCEDURES FOLLOWED? YES ___ No ___

NONE REQUIRED: ___

LIST DEVIATION(S) OR INADEQUACIES OBSERVED: _____

CORRECTIONS/CHANGES/COMMENTS: _____

EMPLOYEE(S) OBSERVED:

NAME: _____ **DEPT.:** _____
NAME: _____ **DEPT.:** _____
NAME: _____ **DEPT.:** _____
NAME: _____ **DEPT.:** _____

INSPECTED BY:

NAME: _____
JOB TITLE: _____

Appendix H

**DOCUMENTATION OF INFORMATION GIVEN TO CONTRACTORS
PERTAINING TO LOCKOUT/TAGOUT PROCEDURES**

Date	Contractor	Information Given

Contractor's Signature: _____ **Date:** _____

Authorized Employee Signature: _____ **Date:** _____

Authorized Supervisor's Signature: _____ **Date:** _____