

The following checklist is a guide. It may be used in its entirety or be modified to the specific user's needs by adding or subtracting items from the checklist. For questions concerning any item, contact the Office of Environmental Health and Safety.

(30) LOCKOUT TAG-OUT PROCEDURES

Name: _____ Date : _____

Location of Inspection: _____

1. Is all machinery or equipment capable of movement, required to be de-energized or disengaged and blocked or locked out during cleaning, servicing, adjusting or setting up operations, whenever required?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Comments: _____ _____ _____ _____
2. Is the locking-out of control circuits in lieu of locking-out main power disconnects prohibited?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Comments: _____ _____
3. Are all equipment control valve handles provided with a means for locking-out?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Comments: _____ _____
4. Does the lockout procedure require that stored energy (i.e. mechanical, hydraulic, air,) be released or blocked before equipment is locked-out for repairs?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Comments: _____ _____
5. Are appropriate employees provided with individually keyed personal safety locks?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Comments: _____ _____
6. Are employees required to keep personal control of their key(s) while they have safety locks in use?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Comments: _____ _____
7. Is it required that employees check the safety of the lockout by attempting a start up after making sure no one is exposed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Comments: _____ _____

8. Where the power disconnecting means for equipment does not also disconnect the electrical control circuit: Are the appropriate electrical enclosures identified?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Comments: _____ _____
9. Where the power disconnecting means for equipment does not also disconnect the electrical control circuit: Are means provided to assure the control circuit can also be disconnected and locked out?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Comments: _____ _____