



# Control of Hazardous Energy Lockout/Tagout Checklist

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

## Energy Control Program

- |  | YES                      | NO                       |
|--|--------------------------|--------------------------|
| • Does your company have an energy control program that prohibits service or maintenance on powered equipment unless energy has been drained and lockout/tagout procedures performed | <input type="checkbox"/> | <input type="checkbox"/> |
| • Machine specific energy control procedures have been created for every piece of equipment where required by OSHA   | <input type="checkbox"/> | <input type="checkbox"/> |
| • All locations requiring lockout/tagout are identified.   | <input type="checkbox"/> | <input type="checkbox"/> |
| • Lockout/tagout procedures are tested at least annually.  | <input type="checkbox"/> | <input type="checkbox"/> |
| • Only trained authorized employees perform lockout and remove locks or tags   | <input type="checkbox"/> | <input type="checkbox"/> |
| • Where energy isolation points are not capable of being locked out, the necessary lockout hardware has been identified and provided   | <input type="checkbox"/> | <input type="checkbox"/> |

## Locks and Tags

- |   | YES                      | NO                       |
|---|--------------------------|--------------------------|
| • Standardized throughout the facility  | <input type="checkbox"/> | <input type="checkbox"/> |
| • Strong enough to withstand all but heavy force or tools                               | <input type="checkbox"/> | <input type="checkbox"/> |
| • Used only for lockout   | <input type="checkbox"/> | <input type="checkbox"/> |
| • Durable enough for conditions where they're used                                      | <input type="checkbox"/> | <input type="checkbox"/> |
| • Identified with name of authorized employee who installs and removes them             | <input type="checkbox"/> | <input type="checkbox"/> |
| • Tags are used only when equipment can't be locked out                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| • Tags are understood to be a warning only  | <input type="checkbox"/> | <input type="checkbox"/> |
| • Tags are standardized throughout the facility   | <input type="checkbox"/> | <input type="checkbox"/> |
| • Tags are strong, durable and only used for this purpose                               | <input type="checkbox"/> | <input type="checkbox"/> |
| • Tags are marked with bold, easy-to-read warnings                                      | <input type="checkbox"/> | <input type="checkbox"/> |
| • Identified, when used, with name of authorized employee who installs and removes them | <input type="checkbox"/> | <input type="checkbox"/> |

## Employee Training

### *AUTHORIZED employees have been trained and know:*

- |  | YES                      | NO                       |
|--|--------------------------|--------------------------|
| • Type and amount of energy their machines and equipment use                             | <input type="checkbox"/> | <input type="checkbox"/> |
| • How to control machine and equipment energy  | <input type="checkbox"/> | <input type="checkbox"/> |
| • Specific lockout/tagout procedures including usage of locks, tags and lockout hardware | <input type="checkbox"/> | <input type="checkbox"/> |
| • Dissipation and verification of energy isolation methodologies                         | <input type="checkbox"/> | <input type="checkbox"/> |

