

OSHA Compliance Checklist

Lock Out/Tag Out Checklist
(1910.147)

	O.K.	Action Needed
Lockout/Tagout:		
1. Does a program and procedures exist for affixing lockout/tagout devices to energy isolating devices?		
2. Are written procedures in use?		
3. Are all releases of energy (kinetic, potential, electrical, pneumatic, hydraulic) considered?		
4. Are all pieces of equipment requiring lockout/tagout identified?		
5. Is training given to all affected workers on lockout/tagout procedures?		
6. Are periodic inspections routinely conducted before equipment servicing or maintenance?		
7. Are all pieces of equipment not capable of lockout or tagged out in such a manner as to prevent worker injury?		
8. Is there a program in place to ensure no piece of equipment is purchased with an energy isolating device that cannot accept a lockout device?		
9. Do all lockout/tagout procedures contain:		
a. Specific statements of procedure applicability (i.e., to what pieces of equipment they pertain to)?		
b. Procedures for shutting down, isolating, blocking and securing machines or equipment to control hazardous energy?		
c. Specific procedural steps for the placement, removal and transfer of lockout/tagout devices and responsibilities for them?		
d. Testing requirements to verify the effectiveness of lockout/tagout and other required energy control devices?		
10. Are all lockout/tagout devices used capable of protecting affected personnel from all specific energy sources?		
11. Are all lockout/tagout devices sufficiently durable for the environments in which they are used?		
12. Are all lockout/tagout devices used only for hazardous energy control purposes?		
13. Are all lockout devices substantial enough to prevent unauthorized removal without unusual force?		
14. Are all tagout devices equivalent to 50 pound nylon cable tie, non-reusable and non-releasable.		
15. Are all lockout/tagout devices easily identifiable and containing appropriate warnings (e.g., Do Not Start)?		
16. Are energy control procedures reviewed annually?		
17. Does the annual inspection contain an assessment of the adequacy of the procedure?		

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18. Is the review conducted by an authorized employee other than the one utilizing the procedure?		
19. Does the inspection correct identified deviations or inadequacies?		
20. Has the employer certified that periodic inspections have been performed?		
21. Does the certification include identifying the equipment, the date of the inspection, the employees included and the person conducting the inspection?		

Training:

1. Have all authorized employees received training in the recognition of applicable energy sources, the type of energies available in the workplace, and the methods of energy isolation and control?		
2. Have all potentially exposed workers been instructed in lockout/tagout procedures and not to attempt to start or energize locked or tagged out machines or circuits?		
3. Have all employees been instructed on the use and limitations of tags?		
4. Is training on lockout/tagout provided for initial job assignment, during a change in job assignments, machines, or processes, or if needed?		
5. Is training adequate to establish worker proficiency?		
6. Is worker training certified with names and dates of training?		

Personnel:

1. Is lockout/tagout only accomplished by affected authorized employees?		
2. Are affected employees notified of the application and removal of lockout devices?		

Procedures:

1. Are only authorized employees allowed to affix lockout/tagout devices?		
2. Are lockout devices affixed in a manner to hold the energy isolating devices in a "safe" or "off" position?		
3. If the reaccumulation of energy is possible, is the verification of isolation continued until servicing or maintenance is completed?		
4. Are procedures adequate to ensure that all stored or residual energy is rendered safe?		
5. Are all locked or tagged out equipment verified to be safe prior to the start of maintenance servicing?		
6. Does the inspection ensure that all non-essential items have been removed?		
7. Does the inspection include a requirement to remove all non-essential personnel from the immediate area?		

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Removal of Devices:		
1. Are provisions in force to ensure that normally the device can only be removed by the employee who applied it?		
2. Have special procedures been developed if there is a need to remove a lock or tag in the absence of the authorized employee who applied it?		
3. Have the special procedures been demonstrated to at least a protective as removal by the authorized employee?		
4. If the special procedures have been invoked, has the employer verified that the employee that applied the device is not at the facility?		
5. If the special procedures have been invoked, has the employer notified the authorized employee of the removal of the lockout device?		
6. If lockout devices must be removed during servicing, have procedure been established to protect affected workers?		
7. Have contract personnel been informed of in-plant lockout/tagout procedures?		
8. Have contractors' lockout/tagout procedures been requested?		
Multi-Worker Servicing (Group Lockout or Tagout):		
1. For group or groups lockout/tagouts, has an authorized employee been identified and apprised of the responsibility of protecting the safety of the group?		
2. Have all authorized workers been identified?		
3. Does each authorized employee affix his/her own lockout/tagout device?		