



Checklist

Lockout/Tagout Self-inspection

For: Ohio Business

Date:

Conducted by:

This checklist covers regulations issued by OSHA as a general industry standard under 29 CFR 1910.147. It covers the servicing and maintenance of machines and equipment in which the unexpected energization or startup of machines or equipment, or release of stored energy could cause injury.

General Energy Control	YES	NO
Does the program require that all hazardous energy sources be isolated, locked or tagged, and otherwise disabled before anyone performs any activity where the unexpected energization, startup or release of stored energy could occur and cause injury?	<input type="checkbox"/>	<input type="checkbox"/>
Have procedures been developed, documented and implemented for the control of hazardous energy when working with such equipment?	<input type="checkbox"/>	<input type="checkbox"/>
Do the procedures clearly outline the scope, purpose, responsibility, authorization, rules and techniques to be applied to the control of hazardous energy, and measures to enforce compliance?	<input type="checkbox"/>	<input type="checkbox"/>
Do procedures exist for shutting down, isolating, blocking and securing (locks and tags) energy?	<input type="checkbox"/>	<input type="checkbox"/>
Do procedures exist and is someone assigned responsibility for removing and transferring locks and tags?	<input type="checkbox"/>	<input type="checkbox"/>
Do requirements exist for testing a machine or equipment to determine and verify the effectiveness of lockout/tagout and other energy control measures?	<input type="checkbox"/>	<input type="checkbox"/>

Protective Materials and Hardware	YES	NO
Are locks, tags, chains, adapter pins or other hardware available for securing or blocking energy sources?	<input type="checkbox"/>	<input type="checkbox"/>
Are these devices durable and substantial?	<input type="checkbox"/>	<input type="checkbox"/>
Are these devices standardized in color, shape, size or format?	<input type="checkbox"/>	<input type="checkbox"/>
Do these devices have a provision for identifying the person applying the device?	<input type="checkbox"/>	<input type="checkbox"/>
Do tagout devices or danger tags warn against hazardous conditions if the equipment is re-energized? Note: Acceptable wording includes "Do Not Open," "Do Not Start," "Do Not Close" and "Do Not Energize."	<input type="checkbox"/>	<input type="checkbox"/>

Inspection	YES	NO
Are inspections conducted at least annually by an authorized person (other than the ones using the energy control procedures) to ensure control procedures are being implemented?	<input type="checkbox"/>	<input type="checkbox"/>
Is each inspection certified by identifying the machine or equipment on which the energy control procedure was being used, the date of the inspection, the people included in the inspection and the person performing the inspection?	<input type="checkbox"/>	<input type="checkbox"/>

Training and Communication	YES	NO
Is training provided and documented to ensure that (a) the purpose and function of the energy control procedures are understood, and (b) the knowledge and skills required for the safe application and removal of energy controls are acquired?	<input type="checkbox"/>	<input type="checkbox"/>
Is this training repeated periodically when changes or deviations occur in the energy control procedure?	<input type="checkbox"/>	<input type="checkbox"/>

Energy-isolating Devices	YES	NO
Are all energy-isolating devices operated only by authorized persons or under the direct supervision of an authorized person?	<input type="checkbox"/>	<input type="checkbox"/>

Notification of Employees	YES	NO
Are all employees notified of the application and removal of lockout and tagout controls whenever such controls directly affect their work activities?	<input type="checkbox"/>	<input type="checkbox"/>

Application of Control	YES	NO
Does the application of energy control follow the sequence listed below? a) Machine or equipment shutdown by authorized personnel b) Machine or equipment isolation: all energy-isolating devices that are needed shall be located and operated in a manner that isolates the machine or equipment from the energy source(s). c) Lockout and tagout device application: i. Lockout devices shall be affixed in a manner that will hold the energy-isolating device in a safe or off position. ii. Tagout devices shall be affixed in a manner that clearly indicates that the operation or movement of energy isolating devices from the safe or off position is prohibited. iii. If a tag cannot be affixed directly to the energy-isolating device, the tag shall be located as close as safely possible to the device, in a position that will be immediately obvious to anyone operating the device. d) Stored energy: Following the application of lockout and tagout devices, all hazardous, stored or residual energy shall be relieved, disconnected, restrained or otherwise rendered safe. e) Verification of isolation: Before starting work on the isolated equipment or process, an authorized person must verify that isolation and de-energization of the machine or equipment has been accomplished.	<input type="checkbox"/>	<input type="checkbox"/>
Has the work area been inspected before the removal of lockout and tagout devices?	<input type="checkbox"/>	<input type="checkbox"/>
Has the lockout and tagout device been removed by the person who put it on?	<input type="checkbox"/>	<input type="checkbox"/>
Are outside servicing personnel informed of the lockout and tagout procedures before equipment is serviced?	<input type="checkbox"/>	<input type="checkbox"/>

Source: Centers for Disease Control and Prevention