

LOCKOUT / TAGOUT CHECKLIST

Use this checklist to inspect your facility for compliance with OSHA's lockout/tagout requirements.

Note that this checklist is not all-inclusive and does not substitute for a comprehensive workplace safety program.

For more information on this important subject, visit OSHA's Safety and Health Topic page on lockout/tagout at www.osha.gov/SLTC/controlhazardousenergy.

- Do you have a written lockout/tagout program tailored to your facility's needs?
- Does your program cover the additional requirements of the regulation as necessary?
 - ▶ testing machines
 - ▶ group lockout
 - ▶ shift/personnel changes
 - ▶ outside contractors
- Have hazardous energy sources been identified for each machine or group of machines?
- Do you have written, machine-specific procedures for all equipment or machines where the release of energy could occur?
- Have authorized personnel been issued locks, keys and tags for use in lockout operations?
- Has initial training of employees been conducted?
 - ▶ authorized
 - ▶ affected
 - ▶ others
- Have you certified the training, identifying each employee by name and date of training?
- Have you set up a procedure for retraining employees on lockout/tagout as needed?
- Do you conduct an annual inspection of all authorized employees on lockout/tagout procedures?
- Do you certify the annual inspection for each authorized employee by name, date, machine that was being locked out and the person doing the inspection?