

Lockout – Tagout Worker Competency checklist

Instruction to supervisor: After completion of an in-class Lockout – Tagout session, demonstrate to each worker where to find locks, tags and any equipment specific procedures.

Demonstrate how to perform lockout on equipment they will be expected to use. Have the worker demonstrate skills back to you. Discuss any questions as you go. Check each box as the task is successfully demonstrated to you by the worker.

The goal is full understanding of WHY lockout is important, and HOW to correctly perform Lockout Tagout.

Worker Name:		Date:
<input checked="" type="checkbox"/>	Tasks	Comments:
Attended Classroom LOTO instruction:		
<input type="checkbox"/>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	
Date of classroom session:		
Supervisor spot checks the workers understanding of:		
<input type="checkbox"/>	Documented Procedures	
<input type="checkbox"/>	When LOTO is needed	
<input type="checkbox"/>	Identifying different types of energy	
<input type="checkbox"/>	Worker has access to lock & tag(s)	
<input type="checkbox"/>	Demonstrates lockout on at least one piece of equipment / tool / machine:	
Name of equipment:		
Worker demonstrates understanding of each step:		
<input type="checkbox"/>	1 – Preparing for shutdown	
<input type="checkbox"/>	2 – Stop energy	
<input type="checkbox"/>	3 – Lockout	
	*Worker removes key from lock	
	*Worker locks all sources of energy	
<input type="checkbox"/>	4 – Tag out	
<input type="checkbox"/>	5 – Release stored energy	
<input type="checkbox"/>	6 – Test the Lockout	
<input type="checkbox"/>	7 – Perform the Service	
<input type="checkbox"/>	8 – Return system to normal operation	
<input type="checkbox"/>	9 – Notify others	
Worker signature:		Supervisor signature: