Lockout/Tagout Safe Work Practices Checklist

Company Name:
Workplace Location:
Name:
Start Date:

Activity	Date Completed *(Date & Initial)*
Is all machinery or equipment capable of movement required to be de- energized or disengaged and blocked or locked out during cleaning, servicing, adjusting, or setting up operations?	
If the power disconnect for equipment does not also disconnect the electrical control circuit, are the appropriate electrical enclosures identified and is a means provided to ensure that the control circuit can also be disconnected and locked out?	
Is the locking out of control circuits instead of locking out main power disconnects prohibited?	
Are all equipment control valve handles provided with a means for locking out?	
Does the lockout procedure require that stored energy (mechanical, hydraulic, air, etc.) be released or blocked before equipment is locked out for repairs?	
Are appropriate employees provided with individually keyed personal safety locks?	
Are employees required to keep personal control of their key(s) while they have safety locks in use?	
Is it required that only the employee exposed to the hazard can place or remove the safety lock?	
Is it required that employees check the safety of the lockout by attempting a start-up after making sure no one is exposed?	
Are employees instructed to always push the control circuit stop button prior to re-energizing the main power switch?	
Is there a means to provide to identify any or all employees who are working on locked-out equipment by their locks or accompanying tags?	
Are a sufficient number of accident prevention signs or tags and safety padlocks provided for any reasonably foreseeable repair emergency?	
When machine operations, configuration, or size require and operator to leave the control station and part of the machine could move if accidentally activated, is the part required to be separately locked out or blocked?	
If equipment or lines cannot be shut down, locked out and tagged, is a safe job procedure established and rigidly followed?	
Are there other issues?	