



LOCKOUT | TAGOUT



AUDIT CHECKLIST
for Control of Hazardous Energy



AUDIT CHECKLIST

The OSHA standard for The Control of Hazardous Energy (Lockout/Tagout), Title 29 Code of Federal Regulations (CFR) Part 1910.147, addresses the practices and procedures necessary to disable machinery or equipment, thereby preventing the release of hazardous energy while employees perform servicing and maintenance activities. The standard outlines measures for controlling hazardous energies – electrical, mechanical, hydraulic, pneumatic, chemical, thermal, and other energy sources.

The following checklist is designed to gauge compliance with the Lockout/Tagout standard. Any unchecked activities indicate a gap in compliance:

| REVIEW ACTIVITY | CHECK |
|---|-------|
| Is a written Energy Control/Lockout/Tagout Program in place? | |
| Has training for management, authorized personnel and affected personnel taken place? | |
| Is retraining provided for all authorized and affected employees whenever there is a change in their job assignments, a change in machines, equipment or processes that present a new hazard, or when there is a change in the energy control procedures? | |
| Whenever outside servicing personnel are to be engaged in activities covered by the scope and application of this standard, does the on-site employer and the outside employer inform each other of their respective lockout or tagout procedures? | |
| Are specific procedures utilized during shift or personnel changes to ensure the continuity of lockout or tagout protection, including provision for the orderly transfer of lockout or tagout device protection between off-going and oncoming employees, to minimize exposure to hazards from the unexpected energization or start-up of the machine or equipment, or the release of stored energy? | |
| Are group lockout procedures in place when servicing and/or maintenance is performed by a crew, craft, department or other group? | |
| Are lockout/tagout inspection and training records maintained? | |
| Are machine-specific written procedures in place for all required machinery or equipment and readily accessible? | |
| 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 an energy isolating device is not capable of being locked out, is a tagout procedure in place? | |
| 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? | |

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Any unchecked activities indicate a gap in compliance:**

| REVIEW ACTIVITY | CHECK |
|---|-------|
| 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? | |
| Is it required that employees check the safety of the lockout by attempting a startup 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 provided 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? | |
| Is the proper quantity and type of lockout devices/equipment available and readily accessible? | |
| 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? | |
| When machine operations, configuration, or size require an 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? | |
| Periodically (at least annually), are there inspections of the lockout/tagout program and procedures? | |