SAFETY AUDIT CHECKLIST

The Control of Hazardous Energy (Lockout/Tagout)

Location: ______________________

Audited by: ______________________ **Date:** ____________

Check the box under Y for "yes" or N for "no" to determine if each item is within compliance.

Y N

❑ ❑ 1. Is servicing and/or maintenance which takes place during normal production operations covered by this standard if an employee is required to remove or bypass a guard or other safety device or an employee is required to place any part of his or her body into an area on a machine or piece of equipment where work is actually performed upon the material being processed (point of operation) or where an associated danger zone exists during a machine operating cycle? 1910.147(a)(2)(ii), (a)(2)(ii)(A) & (a)(2)(ii)(B)

❑ ❑ 2. Is work on cord and plug connected electric equipment for which exposure to the hazards of unexpected energization or start up of the equipment is controlled by the unplugging of the equipment from the energy source and by the plug being under the exclusive control of the employee performing the servicing or maintenance exempt from the requirements of this standard? 1910.147(a)(2)(iii)(A)

❑ ❑ 3. Are hot tap operations involving transmission and distribution systems for substances such as gas, steam, water or petroleum products when they are performed on pressurized pipelines, provided that the employer demonstrates that continuity of service is essential, shutdown of the system is impractical, documented procedures are followed, and special equipment is used which will provide proven effective protection for employees exempt from the requirements of this standard?1910.147(a)(2)(iii)(B), (a)(2)(iii)(B)(1), (a)(2)(iii)(B)(2), (a)(2)(iii)(B)(3)

❑ ❑ 4. Has the employer established a program and utilized procedures for affixing appropriate lockout devices or tagout devices to energy isolating devices, and to otherwise disable machines or equipment to prevent unexpected energization, start up or release of stored energy in order to prevent injury to employees? 1910.147(a)(3)(i)

Y N

❑ ❑ 5. Has the employer established a program consisting of energy control procedures, employee training and periodic inspections to ensure that before any employee performs any servicing or maintenance on a machine or equipment where the unexpected energizing, startup or release of stored energy could occur and cause injury, the machine or equipment shall be isolated from the energy source and rendered inoperative? 1910.147(c)(1)

❑ ❑ 6. If an energy isolating device is not capable of being locked out, is the employer's energy control program utilize a tagout system? 1910.147(c)(2)(i)

❑ ❑ 7. If an energy isolating device is capable of being locked out, does the employer's energy control program utilize lockout, unless the employer can demonstrate that the utilization of a tagout system will provide full employee protection? 1910.147(c)(2)(ii)

❑ ❑ 8. If an after January 2, 1990, whenever replacement or major repair, renovation or modification of a machine or equipment is performed, and whenever new machines or equipment are installed, are energy isolating devices for such machine or equipment designed to accept a lockout device? 1910.147(c)(2)(iii)

❑ ❑ 9. When a tagout device is used on an energy isolating device which is capable of being locked out, is the tagout device attached at the same location that the lockout device would have been attached, and does the employer demonstrate that the tagout program will provide a level of safety equivalent to that obtained by using a lockout program? 1910.147(c)(3)(i)

❑ ❑ 10. In demonstrating that a level of safety is achieved in the tagout program which is equivalent to the level of safety obtained by using a lockout program, does the employer demonstrate full compliance with all tagout-related provisions of this standard? 1910.147(c)(3)(ii)

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❑ ❑ 11. Do additional means considered as part of the demonstration of full employee protection include the implementation of additional safety measures such as the removal of an isolating circuit element, blocking of a controlling switch, opening of an extra disconnecting device, or the removal of a valve handle to reduce the likelihood of inadvertent energization?

❑ ❑ 12. Are procedures developed, documented and utilized for the control of potentially hazardous energy? 1910.147(c)(4)(i)

❑ ❑ 13. Do the procedures clearly and specifically outline the scope, purpose, authorization, rules, and techniques to be utilized for the control of hazardous energy, and the means to enforce compliance including, but not limited to a specific statement of the intended use of the procedure, specific procedural steps for shutting down, isolating, blocking and securing machines or equipment to control hazardous energy; specific procedural steps for the placement, removal and transfer of lockout devices or tagout devices and the responsibility for them, and specific requirements for testing a machine or equipment to determine and verify the effectiveness of lockout devices, tagout devices, and other energy control measures? 1910.147(c)(4)(ii)(A), (c)(4)(ii)(B), (c)(4)(ii)(C) & (c)(4)(ii)(D)

❑ ❑ 14. Is locks, tags, chains, wedges, key blocks, adapter pins, self-locking fasteners, or other hardware provided by the employer for isolating, securing or blocking of machines or equipment from energy sources? 1910.147(c)(5)(i)

❑ ❑ 15. Are lockout devices and tagout devices singularly identified and the only devices(s) used for controlling energy; and not for other purposes? 1910.147(c)(5)(ii)

Y N

❑ ❑ 16. Are lockout and tagout devices capable of withstanding the environment to which they are exposed for the maximum period of time that exposure is expected? 1910.147(c)(5)(ii)(A)(1)

❑ ❑ 17. Are tagout devices constructed and printed so that exposure to weather conditions or wet and damp locations will not cause the tag to deteriorate or the message on the tag to become illegible? 1910.147(c)(5)(ii)(A)(2)

❑ ❑ 18. Do tags not deteriorate when used in corrosive environments such as areas where acid and alkali chemicals are handled and stored? 1910.147(c)(5)(ii)(A)(3)

❑ ❑ 19. Are lockout and tagout devices standardized within the facility in at least one of the following criteria: Color; shape; or size; and additionally, in the case of tagout devices, are print and format standardized? 1910.147(c)(5)(ii)(B)

❑ ❑ 20. Are lockout devices substantial enough to prevent removal without the use of excessive force or unusual techniques, such as with the use of bolt cutters or other metal cutting tools? 1910.147(c)(5)(ii)(C)(1)

❑ ❑ 21. Are tagout devices, including their means of attachment, substantial enough to prevent inadvertent or accidental removal? 1910.147(c)(5)(ii)(C)(2)

❑ ❑ 22. Are tagout device attachment means of a non-reusable type, attachable by hand, self-locking, and non-releasable with a minimum unlocking strength of no less than 50 pounds and having the general design and basic characteristics of being at least equivalent to a one-piece, all environment-tolerant nylon cable tie? 1910.147(c)(5)(ii)(C)(2)

❑ ❑ 23. Do lockout devices and tagout devices indicate the identity of the employee applying the device(s)? 1910.147(c)(5)(ii)(D)

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❑	❑	24. Do tagout devices warn against hazardous conditions if the machine or equipment is energized and include a legend such as the following: Do Not Start. Do Not Open. Do Not Close. Do Not Energize. Do Not Operate? 1910.147(c)(5)(iii)		
❑	❑	25. Does the employer conduct a periodic inspection of the energy control procedure at least annually to ensure that the procedure and the requirements of this standard are being followed? 1910.147(c)(6)(i)		
❑	❑	26. Is the periodic inspection performed by an authorized employee other than the ones(s) utilizing the energy control procedure being inspected? 1910.147(c)(6)(i)(A)		
❑	❑	27. Is the periodic inspection conducted to correct any deviations or inadequacies identified? 1910.147(c)(6)(i)(B)		
❑	❑	28. Where lockout is used for energy control, does the periodic inspection include a review, between the inspector and each authorized employee, of that employee's responsibilities under the energy control procedure being inspected? 1910.147(c)(6)(i)(C)		
❑	❑	29. Does the employer certify that the periodic inspections have been performed? 1910.147(c)(6)(ii)		
❑	❑	30. Does the certification identify the machine or equipment on which the energy control procedure was being utilized, the date of the inspection, the employees included in the inspection, and the person performing the inspection? 1910.147(c)(6)(ii)		
❑	❑	31. Does the employer provide training to ensure that the purpose and function of the energy control program are understood by employees and that the knowledge and skills required for the safe application, usage, and removal of the energy controls are acquired by employees? 1910.147(c)(7)(i)		
❑	❑	32. Does each authorized employee receive training in the recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation and control? 1910.147(c)(7)(i)(A)		
❑	❑	33. Is each affected employee instructed in the purpose and use of the energy control procedure? 1910.147(c)(7)(i)(B)		
❑	❑	34. Are all other employees whose work operations are or may be in an area where energy control procedures may be utilized, instructed about the procedure, and about the prohibition relating to attempts to restart or reenergize machines or equipment which are locked out or tagged out? 1910.147(c)(7)(i)(C)		
❑	❑	35. When tagout systems are used, are employees trained that tags are essentially warning devices affixed to energy isolating devices, and do not provide the physical restraint on those devices that is provided by a lock? 1910.147(c)(7)(ii)(A)		
❑	❑	36. When tagout systems are used, are employees trained that when a tag is attached to an energy isolating means, it is not to be removed without authorization of the authorized person responsible for it, and it is never to be bypassed, ignored, or otherwise defeated? 1910.147(c)(7)(ii)(B)		
❑	❑	37. When tagout systems are used, are employees trained that tags must be legible and understandable by all authorized employees, affected employees, and all other employees whose work operations are or may be in the area, in order to be effective? 1910.147(c)(7)(ii)(C)		
❑	❑	38. When tagout systems are used, are employees trained that tags and their means of attachment must be made of materials which will withstand the environmental conditions encountered in the workplace? 1910.147(c)(7)(ii)(D)		

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❑	❑	39. When tagout systems are used, are employees trained that tags may evoke a false sense of security, and is their meaning understood as part of the overall energy control program? 1910.147(c)(7)(ii)(E)		
❑	❑	40. When tagout systems are used, are employees trained that tags must be securely attached to energy isolating devices so that they cannot be inadvertently or accidentally detached during use? 1910.147(c)(7)(ii)(F)		
❑	❑	41. 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? 1910.147(c)(7)(iii)(A)		
❑	❑	42. Is additional retraining also conducted whenever a periodic inspection reveals, or whenever the employer has reason to believe that there are deviations from or inadequacies in the employee's knowledge or use of the energy control procedures? 1910.147(c)(7)(iii)(B)		
❑	❑	43. Does the retraining reestablish employee proficiency and introduce new or revised control methods and procedures, as necessary? 1910.147(c)(7)(iii)(C)		
❑	❑	44. Does the employer certify that employee training has been accomplished and is being kept up to date? 1910.147(c)(7)(iv)		
❑	❑	45. Does the certification contain each employee's name and dates of training? 1910.147(c)(7)(iv)		
❑	❑	46. Is lockout or tagout performed only by the authorized employees who are performing the servicing or maintenance? 1910.147(c)(8)		
❑	❑	47. Are affected employees notified by the employer or authorized employee of the application and removal of lockout devices or tagout devices? 1910.147(c)(9)		
❑	❑	48. Is notification given before the controls are applied, and after they are removed from the machine or equipment? 1910.147(c)(9)		
❑	❑	49. Has the employer established procedures for the application of energy control (the lockout or tagout procedures)? 1910.147(d)		
❑	❑	50. Before an authorized or affected employee turns off a machine or equipment, does the authorized employee have knowledge of the type and magnitude of the energy, the hazards of the energy to be controlled, and the method or means to control the energy? 1910.147(d)(1)		
❑	❑	51. Is the machine or equipment turned off or shut down using the procedures established for the machine or equipment? 1910.147(d)(2)		
❑	❑	52. Are all energy isolating devices that are needed to control the energy to the machine or equipment physically located and operated in such a manner as to isolate the machine or equipment from the energy source(s)? 1910.147(d)(3)		
❑	❑	53. Are lockout or tagout devices affixed to each energy isolating device by authorized employees? 1910.147(d)(4)(i)		
❑	❑	54. Are lockout devices, where used, affixed in a manner to that will hold the energy isolating devices in a "safe" or "off" position? 1910.147(d)(4)(ii)		
❑	❑	55. Are tagout devices, where used, affixed in such a manner as will clearly indicate that the operation or movement of energy isolating devices from the "safe" or "off" position is prohibited? 1910.147(d)(4)(iii)		
❑	❑	56. Where tagout devices are used with energy isolating devices designed with the capability of being locked, is the tag attachment fastened at the same point at which the lock would have been attached? 1910.147(d)(4)(iii)(A)		

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❑	❑	57. Where a tag cannot be affixed directly to the energy isolating device, is the tag located as close as safely possible to the device, in a position that will be immediately obvious to anyone attempting to operate the device? 1910.147(d)(4)(iii)(B)		
❑	❑	58. Following the application of lockout or tagout devices to energy isolating devices, are all potentially hazardous stored or residual energy relieved, disconnected, restrained, and otherwise rendered safe? 1910.147(d)(5)(i)		
❑	❑	59. If there is a possibility of reaccumulation of stored energy to a hazardous level, is verification of isolation continued until the servicing or maintenance is completed, or until the possibility of such accumulation no longer exists? 1910.147(d)(5)(ii)		
❑	❑	60. Prior to starting work on machines or equipment that have been locked out or tagged out, does the authorized employee verify that isolation and deenergization of the machine or equipment have been accomplished? 1910.147(d)(6)		
❑	❑	61. Before lockout or tagout devices are removed and energy is restored to the machine or equipment, are procedures followed and actions taken by the authorized employee(s) that the work area is inspected to ensure that nonessential items have been removed and to ensure that machine or equipment components are operationally intact, the work area is checked to ensure that all employees have been safely positioned or removed and after lockout or tagout devices have been removed and before a machine or equipment is started, affected employees are notified that the lockout or tagout device(s) have been removed? 1910.147(e), (e)(1), (e)(2), (e)(2)(i) & (e)(2)(ii)		
❑	❑	62. Is each lockout or tagout device removed from each energy isolating device by the employee who applied the device? 1910.147(e)(3)		
❑	❑	63. Has the employer verified that the authorized employee who applied the device is not at the facility by making all reasonable efforts to contact the authorized employee to inform him/her that his/her lockout or tagout device has been removed and ensuring that the authorized employee has this knowledge before he/she resumes work at that facility? 1910.147(e)(3)(i), (e)(3)(ii) & (e)(3)(iii)		
❑	❑	64. In situations in which lockout or tagout devices must be temporarily removed from the energy isolating device and the machine or equipment energized to test or position the machine, equipment or component thereof, is following sequence of actions followed: Clear the machine or equipment of tools and materials, remove employees from the machine or equipment area, remove the lockout or tagout devices, energize and proceed with testing or positioning, deenergize all systems and reapply energy control measures to continue the servicing and/or maintenance? 1910.147(f)(1)(i), (f)(1)(ii), (f)(1)(iii), (f)(1)(iv) & (f)(1)(v)		
❑	❑	65. 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? 1910.147(f)(2)(i)		
❑	❑	66. Does the on-site employer ensure that his/her employees understand and comply with the restrictions and prohibitions of the outside employer's energy control program? 1910.147(f)(2)(ii)		
❑	❑	67. When servicing and/or maintenance is performed by a crew, craft, department or other group, do they utilize a procedure which affords the employees a level of protection equivalent to that provided by the implementation of a personal lockout or tagout device? 1910.147(f)(3)(i)		

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❑	❑	68. Is the primary responsibility vested in an authorized employee for a set number of employees working under the protection of a group lockout or tagout device (such as an operations lock)? 1910.147(f)(3)(ii)(A)\			
❑	❑	69. Is the provision for the authorized employee to ascertain the exposure status of individual group members with regard to the lockout or tagout of the machine or equipment? 1910.147(f)(3)(ii)(B)			
❑	❑	70. When more than one crew, craft, department, etc. is involved, is assignment of overall job-associated lockout or tagout control responsibility to an authorized employee designated to coordinate affected work forces and ensure continuity of protection? 1910.147(f)(3)(ii)(C)			
❑	❑	71. Does each authorized employee affix a personal lockout or tagout device to the group lockout device, group lockbox, or comparable mechanism when he or she begins work, and remove those devices when he or she stops working on the machine or equipment being serviced or maintained? 1910.147(f)(3)(ii)(D)			
❑	❑	72. 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? 1910.147(f)(4)			

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