



OSHA Lockout/Tagout Safety Checklist

Lockout/Tagout Safety	Yes	No	N/A	Comments
A lockout/tagout procedure has been developed in writing and is reviewed at least annually.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The lockout procedure requires that stored energy (mechanical, hydraulic, air, etc..) is released or blocked before equipment is locked out for service and maintenance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Authorized workers have been trained on the lockout/tagout procedure and are provided with personal safety locks or other approved lockout devices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A means is provided to identify the worker(s) working on locked out equipment by the lock(s) or accompanying tag(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Machinery or equipment is locked out at the main power source; not at a push button, selector switch, or other control circuit type device.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment control valve handles are provided with a means for locking out.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
For equipment or lines that cannot be shut down, or locked out and tagged, a safe job procedure is established and rigidly followed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy source isolation is verified before work begins.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Verification is accomplished by testing machinery, gauges, or other approved means.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Lockout/Tagout Safety	Yes	No	N/A	Comments
Machinery and equipment capable of movement is de-energized, or disengaged and blocked, or locked out during cleaning, servicing, adjusting, or setting up operations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Where the disconnecting means for equipment does not also disconnect the electrical control circuit, the appropriate electrical enclosures are identified; and a means is provided to assure the control circuit can also be disconnected and locked out.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workers keep personal control of their keys while they have safety locks in use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Only the worker exposed to the hazard is permitted to place or remove the safety lock.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workers check the safety of the lockout by attempting a startup after making sure no one is exposed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A sufficient number of accident prevention signs or tags and safety padlocks are provided for any reasonably foreseeable repair emergency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
When machine operations, configuration, or size make it necessary for the operator to leave the control station, and part of the machine could move if accidentally activated, the part is separately locked out or blocked.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

FROM [OSHA'S SMALL BUSINESS SAFETY AND HEALTH HANDBOOK](#)

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