



# Lockout / Tagout

## Safety Council Solutions - Program Evaluation Form

CONTRACTOR NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

ITEM NO.	CITATION REFERENCE	DESCRIPTION	COMMENTS
<b>Lockout / Tagout</b>			
1	1910.147(c)(7)	Does the program provide for employee training and retraining?	The training must include recognition of hazardous energy source, type & magnitude of energy available, methods & means necessary for energy isolation & control. Each authorized employee shall receive adequate training. The training should address that all affected employees are instructed in the purpose & use of the energy control procedure. There should be training provisions included for any other employee whose work operations are or may be in an area where energy control procedures may be utilized. The employee training should also address when tagout systems are used including the limitations of a tag (tags are warning devices & do not provide physical restraint). The training should also include that a tag is not to be removed without authorization. The tag is never to be ignored or defeated in any way. Retraining is required when there is a change in job assignments, in machines, a change in the energy control procedures, or a new hazard is introduced. All training and/or retraining must be documented, signed & certified.
2	1910.147(c)(1)	Does the program address energy control procedures? Does it include electrical, steam, hydraulic, tension, gravity, etc as potential sources of energy?	Program must address: 1) Who controls it. 2) How is program enforced? 3) Specific procedures that outline the scope, purpose, authorization, rules and techniques to be utilized. 4) Training. 5) Inspections, etc. where unexpected energizing start up or release of stored energy could occur & cause injury. 6) Equipment listings & surveys should be provided.
3	1910.147(c)(2)	Does the program discuss lockout/tagout devices? Specify locks/tags used by your company. Are authorized & affected positions identified?	If an energy source can be locked out this method shall be utilized. LOCKOUT DEVICE: A device that utilizes a lock, either key or combination to hold an energy isolating device in a safe position. If an energy source cannot be locked out a tagout system shall be utilized. TAGOUT DEVICE: A warning tag (weather & chemical resistant) standardized in size, color, with wording warning of hazardous energy (Do Not Start) (Do Not Open) (Do Not Close) (Do Not Energize) (Do Not Operate).
4	1910.147(c)(5)(ii)(D)	Does program specify that lockout and tagout devices include name of individual placing device?	Devices shall indicate the identity of the employee applying the device.
5	1910.147(c)(6)(i)	Does the program provide for a periodic inspection to be conducted & documented at least annually to ensure procedures & requirements are being followed?	The program should address who performs the inspection (it must be someone other than those actually using the lockout/tagout in progress). A certified review of the inspection including date, equipment, employees & the inspector should be documented.

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6	1910.147(d)	Does the program specify the applications for control?	The established procedures for the application of energy control shall cover the following elements (Refer to Item # 7 -12 below) & shall be done in sequence.
7	1910.147(d)(1)	Does program discuss preparation for shutdown?	Before an authorized or affected employee turns off a machine or equipment, the authorized employee shall have knowledge of the type & magnitude of the energy, the hazards of the energy to be controlled, & the methods or means to control the energy.
8	1910.147(d)(2)	Does the program discuss machine or equipment shutdown?	The machine or equipment shall be turned off or shutdown using the procedures established for the machine or equipment. An orderly shutdown must be utilized to avoid any additional or increased hazard(s) to employees as a result of the equipment stoppage.
9	1910.147(d)(3)	Does the program discuss machine or equipment isolation?	All energy isolating devices that are needed to control the energy to the machine or equipment shall be physically located & operated in such a manner as to isolate the machine or equipment from the energy source.
10	1910.147(d)(4)	Does the program discuss lockout or tagout application?	<p>1) Lockout or tagout devices shall be affixed to each energy isolating device by authorized employees.</p> <p>2) Lockout devices, where used, shall be affixed in a manner that will hold the energy isolating devices in a safe or off position.</p> <p>3) Tagout devices, where used, shall be affixed in such a manner as will clearly indicate that the operation or movement of energy isolating devices from the safe or off position.</p> <p>4) Where tagout devices are used with energy isolating devices designed with the capability of being locked, the tag attachment shall be fastened at the same point at which the lock would have been attached.</p> <p>5) Where a tag cannot be affixed directly to the energy isolating device, the tag shall be located as close as safely as possible to the device in a position that will be immediately obvious to anyone attempting to operate the device.</p>
11	1910.147(d)(5)	Does the program discuss stored energy?	<p>1) Following the application of lockout or tagout devices to energy isolating devices, all potentially hazardous stored or residual energy shall be relieved, disconnected, restrained &amp; otherwise rendered safe.</p> <p>2) If there is a possibility of reaccumulation of stored energy level, verification of isolation shall be continued until the servicing or maintenance is completed, or until the possibility of such accumulation no longer exists.</p>
12	1910.147(d)(6)	Does the program discuss verification of isolation?	Prior to starting work on machines or equipment that have been locked or tagged out, the authorized employee shall verify that isolation & deenergization of the machine or equipment have been accomplished.

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13	1910.147(f)	Does the program have provisions for safety testing machines when the LOTO devices must be temporarily removed?	The written requirements must be in this order: Clear away tools; remove employees; remove the LOTO device; energize & proceed with testing; de-energize & reapply control measures. This procedure should be documented (i.e., who performs & verifies).
14	1910.147(f)(3)(i)	Does the program have procedures for handling multiple groups of workers on the program?	The procedures should address different crafts, departments, etc. The procedures should afford the group of employees a level of protection equal to that provided by a personal lockout or tagout device.
15	1910.147(f)(3)(ii)(4)	Does the program state that an authorized employee who has primary responsibility for a set number of employees working under the protection of a group lockout or tagout device?	The authorized employee should ascertain the exposure status of individual group members. Each employee shall attach a personal lockout or tagout device to the group's device while he/she is working & then removes it when finished. During shift change or personnel changes, there should be specific procedures to ensure the continuity of lockout or tagout procedures. Documentation should be specific.

Disclaimer: The information contained in these forms, questionnaire and monitoring procedures is provided as written guidance to assist contractors in complying with the OSHA regulations and/or operator requirements. SCS, the operators who participated in the development of this program and their employees disclaim all warranties both express and implied. The information presented here will give contractors a reference document, which should be used as guidance or as a "first step" towards getting your company into compliance. This monitoring program is based on sound safety and environmental concerns. We urge contractors to view their OSHA and DOT compliance efforts as a way to make their workplace safer for their employees.

Each contractor is still responsible for full compliance of all applicable State and Federal regulations.