

# **Lockout/Tagout Self-Audit Checklist**

Building \_\_\_\_\_ Room \_\_\_\_\_ Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Audit Performed by \_\_\_\_\_

	Y	N	NA	COMMENTS
<b>A. Lockout/Tagout Program</b>				
1. Written program complete				
2. Training complete and documented				
3. Periodic inspections performed and documented				
<b>B. Energy Control Procedures</b>				
1. Where necessary, equipment specific lockout procedures established and documented				
2. General lockout procedures established				
3. Procedures established for removal of lockout devices				
4. Procedures established for tagout				
5. Protective materials and hardware available				
<b>C. Requirements for Special Situations</b>				
1. Procedures for testing or repositioning equipment established				
2. Procedures for working with outside contractors established				
3. Procedures for group lockout/tagout established				
4. Procedures for shift or personnel change established				

## Key to Lockout/Tagout Checklist

### A. Lockout/Tagout Program

1. A model written program is available through EHS
2. Training is required for all workers authorized to apply lockout/tagout devices. Training is also required for workers who are affected by the lockout/tagout activities of authorized workers. General training is available through EHS.
3. An annual review of energy control procedures must be completed and documented by an authorized worker other than the workers using the procedures.

### B. Energy Control Procedures

1. For certain types of equipment, specific written procedures must be developed and documented. Information on what types of equipment this is necessary for is available in the model written program and from EHS.
2. General lockout procedures, spelled out in the model written program, must be followed for all equipment.
3. Procedures for removal of locks and tags are available in the model written program.

4. When equipment is not designed to accept a lockout devices, tagout may be used. Tagout must provide the same level of protection as lockout procedures. Additional training and oversight may be necessary. Assistance in developing tagout procedures is available in the model written program and from EHS.
5. Standardized lockout/tagout devices must be used for all procedures.

### C. Requirements for Special Situations

1. Whenever equipment must be tested or repositioned, special procedures must be used for the removal and replacement of lockout/tagout devices. Sample procedures are available in the model written program.
2. When appropriate, University workers and outside personnel must discuss and compare lockout/tagout procedures. Consult the model written program for additional information, or contact EHS.
3. Group lockout/tagout procedures must provide the same level of protection as individual procedures. Information is available in the model written program or from EHS.
4. The continuity of lockout/tagout protection must be ensured during shift or personnel changes. Examples of how this could be done are provided in the model written program or from EHS.