

A Basic Guide For Lockout/Tagout Procedures

These procedures are based on guidelines, standards and requirements issued by the Occupational Safety and Health Administration CFR 1910.147 and do not include all comprehensive requirements for specific industries or facilities. Additional regulations may be applicable depending on your location, or unique facility needs.* For more information and to view specific OSHA regulations, visit www.osha.gov/law-regs.html

OSHA Standard	Energy Control Query	YES	NO	N/A
1910.147(c)(1)	Do I have an Energy Control Program? The program shall ensure all hazardous energy sources are isolated, locked, tagged, or disabled before an employee performs service or maintenance where unexpected energizing or startup may occur and cause injury or death.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1910.147(c)(2)(i)	If an energy source cannot be locked out, do I have a tagout system in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1910.147(c)(2)(iii)	Are all machines and equipment, including new machinery, ready and capable of accepting lockout devices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1910.147(c)(3)(i)	When a tagout device is used in place of a lockout device, is it truly capable of being locked out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1910.147(c)(4)	Do I have a procedure in place for controlling hazardous energy with specific requirements for securing machines, placement, transfer, and removal of lockout devices as well as regularly testing of locked machinery?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1910.147(c)(4)(ii)	Do procedures properly outline the scope, purpose, responsibility, authorization, rules, and techniques to be utilized for the control of hazardous energy as well as means to enforce compliance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1910.147(c)(4)(ii)(B)	Are specific procedural steps for shutting down, isolating, blocking, and securing machines or equipment to control hazardous energy in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1910.147(c)(4)(ii)(C)	Is an authorized employee assigned and responsible for removing and transferring lockout tagout devices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1910.147(c)(4)(ii)(D)	Do requirements exist for testing a machine or equipment to determine and confirm effectiveness and efficiency of lockout/tagout procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1910.147(c)(5)(i)	Have I provided all of the necessary equipment to employees for isolating dangerous machinery and equipment including; locks, tags, chains, wedges, key blocks, adapter pins, self locking fasteners, or other important hardware used to secure or prevent machinery from causing injury or death?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1910.147(c)(5)(iii)	Do all lockout tags provide clear legends such as DO NOT START, DO NOT OPEN, DO NOT CLOSE, DO NOT ENERGIZE, DO NOT OPERATE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1910.147(c)(5)(ii)(A)(1)	Are all lockout devices and tags designed to withstand the environment in which they are exposed for the maximum period of time that exposure is expected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1910.147(c)(1)	Are lockout devices and tags standardized throughout my facility in at least color, shape, size, and additionally print format for tags?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1910.147(c)(5)(ii)(A)(1)	Are all lockout devices substantial enough to prevent removal without the use of excessive force such as bolt cutters or other metal cutting tools?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OSHA Standard	Energy Control Query	YES	NO	N/A
1910.147(c)(5)(ii)(C)(2)	Are lockout devices and tags standardized throughout my facility in at least color, shape, size, and additionally print format for tags?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1910.147(c)(6)(i)	Are all lockout devices substantial enough to prevent removal without the use of excessive force such as bolt cutters or other metal cutting tools?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1910.147(c)(6)(i)(A)	Are lockout tags throughout my facility strong enough to prevent removal without the use of excessive force? They must have minimum unlocking strength of 50 pounds being equivalent to a one-piece, all environment-tolerant nylon cable tie.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1910.147(c)(6)(ii)	Have I performed at least an annual inspection of all machinery and equipment to ensure procedures are being followed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1910.147(c)(7)(i)	Are inspections being performed by authorized employees other than the one(s) utilizing the energy control procedure being inspected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1910.147(c)(7)(i)(A)	Can I confirm and certify periodic inspections have been performed? The certification identifies 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1910.147(c)(7)(i)(C)	Have I provided training that ensures the purpose and function of the energy control program? Do all employees understand the knowledge and skills required for the safe application, usage, and removal of the energy controls?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1910.147(c)(7)(ii)	Has each authorized employee received 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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1910.147(c)(7)(iii)	Does the program include all other employees whose work operations may be in an area where energy control procedures may be utilized?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1910.147(c)(9)	When tagout systems are used, are employees properly trained in limitation of tags?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1910.147(d)(4)(i)	Is training repeated periodically when changes/updates occur in the energy control procedure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*This checklist is for informational purposes only. It was created according to guidelines, standards and requirements set forth by the Occupational Safety and Health Administration, General Environmental Controls CFR 1910.147, The Control of Hazardous Energy (Lockout/Tagout) (www.osha.gov). This checklist was developed with the various federal laws and standards in effect at the time. Users of this checklist acknowledge that each workplace/industry is comprised of unique circumstances and that it does not constitute specific assurance, advice, procedures, or guarantee compliance with regulatory requirements or other compliance requirements.

This checklist should not be used to replace the need to properly train all employees and does not provide a substitute for any assessment or audit by safety and health professionals. All users are encouraged to discuss the specific regulatory requirements applicable to their workplaces with a legal or professional advisor or compliance officer and to further assure that the use of this Checklist is suitable for its purposes. The users of this checklist are subject to the terms and conditions set by seton.com, including all responsibility and risk arising from any and all use of and/or reliance upon this checklist, including revisions made thereto by seton. Seton makes no warranty that this checklist is appropriate, complete, or suitable for any particular facility or to requirements applicable to a particular worksite.



Seton Visual Lockout Procedure Writing Service

Comply with OSHA standards specific to procedure writing, inspections and evaluations. Our service helps you create lockout procedures that your workers will easily understand.

Call (877) 367-7732

1-877-367-7732
Call our OSHA trained experts

seton.com/lockout
View all of our lockout/tagout products & services

SETON

Copyright © Seton 2018. All Rights Reserved. Rev. 042018