

UNIVERSITY OF ARKANSAS

OFFICE OF ENVIRONMENTAL HEALTH AND SAFETY
LOCKOUT / TAGOUT PROCEDURE CHECKLIST
(APPENDIX A)

DATE: ____/____/____

COMPLETED

BY: _____

MACHINES OR EQUIPMENT UTILIZING THIS PROCEDURE:

PROCEDURE FOR CONTROLLING HAZARDOUS ENERGY

1. Identify all the sources of hazardous energy for the machine or equipment that will be serviced.

SOURCES OF HAZARDOUS ENERGY

- Electrical
- Thermal
- Hydraulic
- Pneumatic
- Fluids and Gases
- Mechanical
- Other _____

2. Notify affected employees that the machine is about to be shut down and locked out.

YES NO

Specific Instructions, if applicable:

3. Shut down the machine using normal stopping procedures.

YES NO

Specific Instructions, if applicable:

4. Isolate all energy sources listed above.

YES NO

Specific Instructions, if applicable:

5. A. Apply locks to all isolation devices operated in step four.

YES NO

Specific Instructions, if applicable:

5. B. If a tag is used in lieu of a lock when the energy- isolating device is incapable of lockout (see **Tagout under definitions in LOTO procedure**)

Additional safety precaution(s) shall be taken:

6. Block or dissipate all stored energy in rams, flywheels, springs, pneumatic or hydraulic systems, etc.

YES NO

Specific Instructions, if applicable:

7. Verify that the machine is locked out by testing the machine operating controls. **RETURN ALL CONTROLS TO THE "NEUTRAL" OR "OFF" POSITION AFTER TESTING.**

YES NO

Specific Instructions, if applicable:

The machine / equipment is now locked out. Servicing may now occur.

PROCEDURES FOR REMOVING LOCKS / TAGS

1. Check the machine to be sure it is operationally intact, tools have been removed, and guards have been replaced.

YES NO

Specific Instructions, if applicable:

2. Check to be sure all employees are safely positioned.

YES NO

Specific Instructions, if applicable:

3. Notify all affected employees that locks / tags are going to be removed and the machine is ready for operation.

YES NO

Specific Instructions, if applicable:

4. Remove all locks, blocks, or other energy restraints.

YES NO

Specific Instructions, if applicable:

5. Restore all energy to the machine.

YES NO

Specific Instructions, if applicable:

6. Supervisors / Foreman shall retain this form as a part of permanent records.

OTHER COMMENTS:
