

# Lockout Checklist

Name: \_\_\_\_\_ Building: \_\_\_\_\_ Date: \_\_\_\_\_

Equipment: \_\_\_\_\_ Comment/Problem: \_\_\_\_\_

**Step 1: Prepare and Notify**

- |  | Yes                      | No                       | NA                       |
|--|--------------------------|--------------------------|--------------------------|
| A. Have the type and amount of energy source on the equipment been identified?                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Have the possible dangers related to the energy source being controlled been identified?      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Are the steps necessary to control the energy source understood?                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Have all affected employees been notified of when the equipment will be shut off for service? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Step 2: Shut Down the Equipment**

- |  | Yes                      | No                       | NA                       |
|--|--------------------------|--------------------------|--------------------------|
| A. Have Lafayette College's safety procedures been followed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Step 3: Isolate the Equipment**

- |  | Yes                      | No                       | NA                       |
|--|--------------------------|--------------------------|--------------------------|
| A. Has the main breaker or control switch been shut off? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Have valves been closed?                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Have process lines been disconnected?                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Step 4: Attach the Lock and Tag**

- |   | Yes                      | No                       | NA                       |
|---|--------------------------|--------------------------|--------------------------|
| A. Have the lock and tag been attached? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Step 5: Release Any Stored Energy**

- |   | Yes                      | No                       | NA                       |
|---|--------------------------|--------------------------|--------------------------|
| A. Has the electrical capacitance been bled?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Have pressures or hydraulic lines from the work area been vented or isolated?                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Have tanks been drained?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Have switches or levers that could be moved into the "start" position been blocked, clamped or chained?        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| E. Have lines containing process materials that are toxic, hot, cold, and corrosive or asphyxiating been cleared? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Step 6: Verify That All Energy Has Been Released/Controlled**

- |  | Yes                      | No                       | NA                       |
|--|--------------------------|--------------------------|--------------------------|
| A. Have the start switches on the equipment been tested?                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Have pressure gauges been checked to ensure that lines are depressurized?       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Are blocks or cribs secured?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Have electrical circuits been checked to verify that voltage is at zero energy? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| E. Are blanks used to block feed chemicals secure and not leaking?                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Step 7: If you have answered "Yes" to all of the above questions, begin working. Otherwise, go back to each "No" question and resolve the problem.**

# Safe Startup Checklist

## Step 1: Prepare

	Yes	No	NA
A. Are all machine components operational?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Are all safety guards in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Have all tools been removed from the machine?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Have all braces, pins, blocks and chains been removed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Are all pressure tubing, pipes and hoses connected with valves closed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Is the work area clear for mechanical operation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Step 2: Remove Lockout Devices and Tags

Yes	No	NA
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Step 3: Notify Affected Employees

	Yes	No	NA
A. Has the work area been cleared?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Has the servicing been completed and the locks and tags removed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Step 4:** If you answered "Yes" to all the above questions, start up the equipment. Otherwise, go back to each "No" question and resolve the problem.

## Step 5:

Attach your completed "Lockout Checklist and Safe Startup Checklist" to your work order and return it to your supervisor.