



LOCKOUT/TAGOUT CHECKLIST

- Before shutdown, the authorized employee must know the type, magnitude, and hazards of the energy to be controlled.
- The employee must know the method or means to control the energy.
- The employee informs all affected employees of the lockout.
- The employee then stops the equipment by the usual method.
- Once the machine is turned off, the main power switches, circuits, etc., should be turned off.
- Locks should be placed on the switches (or other energy sources) in the "off" or "safe" position.
- In a group lockout, all members of the group must add their locks individually to the lockout.
- Warning tags should be affixed with each lock.
- Any stored or residual energy is then eliminated.
- With no one near the equipment, the employee tests it by attempting to start it up in the usual manner.