Lockout/Tagout: Special Work Crew Performance Checklist

Directions: Place a check in the column to indicate whether each task has been performed with 100% accuracy.

1. Follow “implement” procedures 1-4
   - Preparation
   - Notification
   - Shutdown
   - Isolation

2. Apply a Master Lock safety lockout

3. Every person must attach his personal padlock to the safety lockout

4. Follow balance of “implement” procedure 5
   - Test disconnect after applying device to ensure it cannot be moved to “on” position
   - At end of shift do not remove padlocks until oncoming personnel apply padlocks

5. Follow “implement” procedures 6-7
   - Release energy
   - Verify isolation

6. After each person completes his function, he:
   - Signs an authorization form
   - Removes his personal padlock (if person is not available, “special two person rule” applies)
   - Turns in authorization form to be filed in “lockout/tagout” file in maintenance dept.

7. The last person to finish also removes the safety lockout

8. Follow “remove” procedures 1-6
   - Make sure equipment is safe to operate
   - Inspect work area to ensure:
     - All nonessential items are removed
     - Equipment components are operationally intact
     - Replace guards; remove blocking
     - Remove test wires or “jumper cables”
     - Inform workers “lockout/tagouts” are being removed (clear personnel from immediate area)
   - Proceed with startup in accordance with recommended equipment procedures

---

Our safety evaluations, reports and recommendations are made solely to assist your organization in reducing hazards and the potential of hazards and accidents. These recommendations were developed from conditions observed and information provided at the time of our visit. They do not attempt to identify every possible loss potential, hazard or risk, nor do they guarantee that workplace accidents will be prevented. These safety evaluations, reports and recommendations are not a substitute for ongoing, well-researched internal safety and risk management programs. This report does not warrant that the property inspected and its operations are compliant with any law, rule or regulation.