

# Lockout Tagout Program Checklist

Evaluate your facility based on the following checklist and consider where your facility lies on the spectrum - beginner, intermediate or world class. From there, you can see where the gaps are in your program and what you need to reach world-class standards.

SECTION 1: PROGRAM/ POLICY	CHECK
Do you have a written Energy Control / Lockout Tagout Program and procedures in place?	
Is your lockout tagout procedure information stored and accessible to employees?	
SECTION 2: PROCEDURES	
Do you have machine-specific Energy Control Procedures?	
In cases where machines do not have lockout procedures yet, do you have generic pre-task plans and procedures?	
When you upgrade equipment, do you incorporate this into your lockout procedure?	
SECTION 3: ISOLATION POINTS	
Are labels clearly posted to mark energy isolation points?	
Do you have your energy sources marked with energy source ID tags?	
SECTION 4: TRAINING	
Do you conduct training for Authorized Employees, Affected Employees and Contracted/Other Employees?	
Are your employees trained on your facility-specific lockout devices?	
Do you maintain lockout tagout training records?	
SECTION 5: DEVICES	
Do you have a documented equipment list or an asset management system?	
Are your padlocks standardized by color, shape or size?	
Do you have appropriate lockout devices for each type of energy control point in your facility?	
Are your lockout devices readily available next to machinery?	
Does your facility include lockout warning signs and labels?	
Do you utilize lockout stations?	
SECTION 6: SUSTAINABILITY	
Do you annually audit your lockout procedures?	
Do you consistently track and annually review your lockout tagout program?	

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