

**Bowling Green State University**



**Lockout Tagout Program**

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## INTRODUCTION

### **Policy Statement**

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“It is Bowling Green State University’s policy to comply with the occupational safety and health standards of the Ohio Public Employees Risk Reduction Act and all applicable Federal, State, and Local rules, regulations, and directives.”

Approved: October 7, 1994  
Board of Trustees

### **Forward**

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In 1970, the United States Congress established the right of workers to "safe and healthful working conditions" through the Occupational Safety and Health Act. This act created the Occupational Safety and Health Administration (OSHA). In July 1994 the State of Ohio adopted and incorporated, by reference, many of the Federal OSHA standards through the Public Employee Risk Reduction Act, Ohio Revised Code 4167.07. This act and its subsequent rules (Ohio Administrative Code 4167-3-01) require Bowling Green State University and other state institutions to comply with all applicable OSHA standards.

Bowling Green State University’s Lockout Tagout Program has been established to comply with Ohio’s Public Employee Risk Reduction Act and the OSHA Control of Hazardous Energy standard (29 CFR 1910.147 Subpart J).

### **Objective**

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The objective of the University’s Lockout Tagout Program is to establish requirements for the lockout and tagout of energy isolating devices and for the dissipation of stored energy prior to performing maintenance work to prevent intentional or accidental energizing, start up or release of stored energy. This program shall be used in conjunction with other BGSU policies and procedures involving the protection of workers in the work place.

## **Applicability**

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This program applies to all University employees servicing and/or working on or near equipment or machines where there is a potential for injury from:

- the unexpected start up of equipment or machines;
- the unexpected energizing of equipment or;
- the release of stored energy.

The term unexpected also covers situations in which servicing and/or maintenance is performed during on going normal production if:

- an employee is required to remove or bypass machine guards or other safety devices and/or;
- an employee is required to place any part of his or her body into a point of operation or into an area on a machine or piece of equipment where work is performed or into the danger zone associated with machine operation.

## **Responsibilities**

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Occupational Safety and Health Specialist is responsible for

- coordinating the Lockout Tagout Program;
- assisting departments and areas with annual inspections and training;
- maintaining copies of each departments or areas equipment specific lockout tagout procedures, annual inspections, and list of authorized employees and;
- updating and evaluating BGSU's Lockout Tagout Program annually.

Office of Design and Construction is responsible for

- notifying contractors that they must bring their Lockout Tagout Program to the preconstruction meeting and;
- including Lockout Tagout as an agenda item in the preconstruction meeting, at which time, Environmental Health and Safety representatives and contractors will exchange copies of their procedures and answer questions.

Outside Contractors are responsible for

- presenting their Lockout Tagout Program to Environmental Health and Safety during or prior to the preconstruction meeting and;
- working with Environmental Health and Safety and Facilities Services to resolve any conflicts between the two written procedures.

Management (Department Chairs, Directors, Assistant Provosts, Associate Provosts and Vice Presidents) is responsible for

- providing employees with adequate training and;
- supplying lockout tagout devices to employees at no cost to them.

Supervisors are responsible for

- attending supervisor training offered by Environmental Health and Safety;
- completing documented equipment specific lockout tagout procedures, annual and periodic inspections and keeping a list of authorized employees;
- providing documentation to Environmental Health and Safety of equipment specific lockout tagout procedures, annual inspections and a list of authorized employees;
- issuing lockout tagout devices to employees;
- ensuring all employees are trained on the Lockout Tagout Program and it's requirements and maintaining the required records;
- enforcing BGSU's Lockout Tagout Program by ensuring all employees under their direction comply will all facets of the Lockout Tagout Program and;
- providing a copy of the Lockout Tagout Program to employees upon their request.

Authorized Employees are responsible for

- attending required training sessions offered by Environmental Health and Safety;
- following the Lockout Tagout Program requirements;
- assisting supervisors in conducting equipment specific lockout tagout procedures;
- consulting immediate supervisors when questions or concerns arise and;
- notifying affected employees of one's activities.

### **Program Enforcement**

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A violation of a University employee's responsibility must be reported to the employee's immediate supervisor for appropriate action.

## **Recordkeeping**

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Environmental Health and Safety will make available to affected employees or their representatives copies of this standard. BGSU will also make available any informational materials pertaining to the standard that are supplied to BGSU by the Assistant Secretary of labor for OSHA.

All records required by this section shall be provided upon request to employees, former employees, representatives designated by the individual employee, and the Assistant Secretary of Labor for OSHA.

Each department supervisor must maintain records of authorized employees, equipment specific lockout tagout information, abandoned lock removal forms, training and inspections.

## **LOCKOUT TAGOUT EQUIPMENT**

All lockout tagout equipment must be singularly identified, must be the only devices used for controlling energy and must not be used for other purposes.

### **Lockout Devices**

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Lockout will be accomplished using a lock and key and a multiple lock hasp and/or other approved lockout devices. Chains or other hardware may also be used in conjunction with locks and lockout devices to isolate energy sources. Only two individuals will have a key to each lock; the authorized employee applying the lock and the authorized employees supervisor. The Bowling Green Campus will also retain an additional key. Additional keys will only be used to remove locks in the event the abandoned lock procedure must be implemented.

All lockout devices must

- be durable and capable of withstanding the environment they are to be used in;
- standardized by color, shape, or size and;
- substantial enough to prevent removal without the use of excessive force or unusual technique.

### **Tagout Devices**

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An approved warning tag will accompany all lockouts. The warning tag will be attached directly to the lockout device or by a nylon tie.

All tagout devices must

- include a legend such as Do Not Start, Do Not Open, Do Not Close, Do Not Energize, etc.;
- be durable and of all weather construction;
- have print and format standardized by color, shape, or size and;
- be substantial enough to prevent inadvertent or accidental removal.

Information placed on the tag must include

- the name of the authorized employee who locked out the equipment;
- the authorized employees radio number or phone number, including outside contractors;
- the date and time of the lockout and;
- a brief description of the work being done.

### **Seasonal Locks**

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In the event that equipment must be locked out for an extended period of time, seasonal locks shall be used. The seasonal locks will be of different color, shape or size and will be distinguished as seasonal locks with a separate tag.

## GENERAL LOCKOUT TAGOUT PROCEDURES

### Lockout Tagout Procedures

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1. Survey and identify energy sources and their associated hazards, obtain equipment, and review the equipment specific lockout tagout procedures if needed. Any questions should be directed to the immediate supervisor.
2. Notify all affected employees that a lockout tagout system is going to be utilized and the reason why the equipment is being locked out.
3. If the equipment is in the “on” or “powered” position, shut it down by the normal stopping procedure.
4. Isolate the equipment from its energy source.
5. Lockout and tagout the energy isolating sources with assigned locks and tags. This usually requires locking out the electrical disconnect. Use valve covers, plug locks etc. on equipment that cannot be directly locked out. **A tagout system alone is not acceptable at any time unless the equipment is not capable of being locked out. The tag must be placed at the same location that the lockout device would have been attached, and additional measures must be taken to ensure the level of safety is equivalent to that obtained by using a lock. This includes blocking of a controlling switch, removal of an isolating circuit element, opening of an extra disconnect device, or removal of a valve handle ONLY.**
6. Dissipate stored energy (springs, hydraulic systems, air, gas, water pressure or steam).
7. After ensuring that no other personnel are exposed, attempt to turn on the equipment using the push button, toggle switch etc. to ensure that the lockout was effective. After ensuring that lockout was effective, return the equipment to the “off” position.
8. Equipment is now locked out and ready to be serviced.

## **Restoring Equipment to Use**

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1. After completion of servicing and/or maintenance is complete, check the area around the equipment to ensure that no one is exposed.
2. Verify that all tools have been removed from the equipment and all guards have been reinstalled.
3. Notify affected employees of the impending re-energization of the equipment.
4. Remove the lockout and tagout devices. Removal of the lockout and tagout devices is limited to the authorized employee who applied the device. See abandoned lock procedure if the lockout and tagout devices were inadvertently left on the equipment.
5. Energize the equipment.

## **Troubleshooting Procedure**

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If the equipment needs re-energized for testing, repositioning, or troubleshooting, lockout tagout devices may be removed temporarily in order to perform these tasks. The authorized employee must:

1. Ensure that all personnel and tools have been removed.
2. Notify affected employees of the impending re-energization of the equipment.
3. The lockout device must then be removed by the authorized employee. However, the tag must remain on the equipment at the point of isolation.
4. Energize equipment.
5. When the task is complete, de-energize the equipment using normal stopping procedures, and apply the lockout devices as described in the lockout tagout procedures.

## **Procedure Involving More Than One Person**

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In the previous steps, if more than one individual is involved in the lockout tagout procedure, each employee working on the piece of equipment must place his or her own lock onto the system. A multiple lock hasp shall be used to accommodate multiple locks or tags.

## **Procedure Involving More Than One Shift**

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When the original authorized employee working on the piece of equipment is replaced by another authorized employee, the original employee will remove his/her lock and the incoming employee will insert his/her lock onto the energy-isolating device. If the first employee leaves the area before the incoming employee arrives, an authorized supervisor can place his/her lock on the system to ensure the system remains safe until the second employee arrives. The incoming employee must then place his/her lock on the energy-isolating device and verify that all other energy sources are locked out before beginning work.

## **Procedure Involving Multiple Locks**

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For situations requiring multiple lockout points, multiple locks and other lockout devices must be made available. These locks are intended to supplement the existing lockout tagout equipment, and not replace it.

## **Abandoned Lock Procedure**

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It is the responsibility of the authorized employee to remove his/her lock at the end of the workday. If an authorized employee forgets to remove his/her lock before leaving the worksite, the immediate supervisor must:

1. Call the authorized employee to verify the employee has left the worksite and inform him/her that their lock is being removed.
2. Lockout tagout devices may not be removed unless the responsible supervisor is present and authorizes removal. The immediate supervisors hold a master key.
3. The supervisor must make all reasonable attempts to contact the employee and inform him/her that their lock has been removed. If the authorized employee cannot be contacted, and the supervisor has verified that the employee who applied the device is not at the facility, the energy to the equipment may be restored after performing an inspection of the equipment that has been locked out. The supervisor must then ensure that the authorized employee is made aware of the removal before he/she resumes works.
4. After completion of the inspection and the equipment is found to be in safe working order, the equipment may be restored.
5. The abandoned lock procedure form found in Appendix B must also be filled out and filed by the immediate supervisor.

As noted above, jobs that overlap shifts are to be held in lockout tagout status with a designated supervisors lock.

## **Exemptions**

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Lockout tagout procedures must be instituted prior to maintenance or servicing of all machinery and equipment where the unexpected energization, start-up or release of energy could cause injury. Typical exemptions include the following:

- Lockout tagout procedures do not need to be implemented if an electrical plug powers the piece of equipment, if the plug is removed from the outlet and remains within arms reach of the authorized employee while servicing the equipment.
- Lockout tagout procedures are not intended to apply as long as guards are not removed or bypassed and are effective in preventing worker exposure to hazards created by the unexpected energization or start up of machines or equipment, or the release of energy.

## **Contractors**

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Whenever contractors and other outside servicing personnel perform tasks covered by the lockout/tagout standard, they must adhere to the standard's requirements. The contractor or outside employer and the on-site employer must inform each other of their respective lockout tagout procedures. The on-site employer must ensure that his/her employees understand and comply with the restrictions and prohibitions of the outside employer's energy control program.

## EQUIPMENT SPECIFIC LOCKOUT TAGOUT PROCEDURES

The purpose of the Equipment Specific Lockout Tagout Procedures are to determine what equipment can pose a hazard if an unexpected release of energy occurs, the type and magnitude of the energy source, the location of the energy isolating devices, and the means by which to isolate the energy. The supervisor of an authorized employee and/or the authorized employee must complete the Equipment Specific Lockout Tagout Forms found in Appendix C. All equipment specific lockout tagout forms must be located in an easily accessible area or posted directly on the equipment to be serviced.

For each piece or type of equipment the energy source assessment will determine

- the type and magnitude of each energy source;
- the type and magnitude of each stored energy source and;
- machine specific instructions on how to lockout the piece of equipment.

The Equipment Specific Lockout Tagout Procedures must be updated when

- new equipment has been installed;
- new energy sources have been added to a facility or to individual pieces of equipment;
- the magnitude of an energy source changes or;
- the designated isolation points are changed.

Equipment Specific Lockout Tagout Procedures are not required when all of the following elements exist.

- The machine or equipment has no potential for stored or residual energy, or for reaccumulation of stored energy after shut down, which could endanger employees.
- The machine or equipment has a single energy source that can be readily identified and isolated and the isolation and locking out of that energy source will completely deenergize and deactivate the machine or equipment.
- The machine or equipment is isolated from that energy source and locked out during servicing or maintenance.
- A single lockout device will achieve a locked-out condition.
- The lockout device is under the exclusive control of the authorized employee performing the servicing or maintenance.
- The servicing or maintenance does not create hazards for other employees.
- The employer has had no accidents involving the unexpected activation or reenergization of machines or equipment during servicing or maintenance.

## TRAINING

### Initial Training

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#### Lockout Tagout<sub>1</sub>

This training session is provided by Environmental Health and Safety and is intended for supervisors. The following information will be covered:

- the importance of lockout tagout;
- a summary of the OSHA Control of Hazardous Energy standard (29 CFR 1910.147 Subpart J);
- an overview of BGSU's written Lockout Tagout Program and where it is located and;
- an explanation of how Environmental Health and Safety can assist departments.

#### Lockout Tagout<sub>2</sub>

This training session is provided by Environmental Health and Safety and is intended for supervisors and authorized employees. Authorized Employees must be trained prior to placement into the classification on the following:

- the recognition of applicable hazardous energy sources;
- the type and magnitude of energy in the work place and;
- the methods and means necessary for energy isolation and control.

If an energy isolating device is not capable of being locked out, a tagout system must be used. However, employees must be trained on the following limitations of tags.

- Tags are essentially warning devices affixed to energy isolating devices and do not provide the physical restraint on those devices that is provided by a lock.
- When a tag is attached to an energy isolating means, it is not to be removed without authorization and it is never to be bypassed, ignored, or otherwise defeated.
- Tags must be legible and understandable by all employees.
- Tags and their means of attachment must be made of materials which will withstand the environmental conditions encountered in the workplace.
- Tags may evoke a false sense of security and their meaning needs to be understood as part of the overall energy control program.
- Tags must be securely attached to energy isolating devices so that they cannot be inadvertently or accidentally detached during use.

All BGSU Employees are considered affected employees and will be given awareness training initially upon employment during the new employee orientation and through some form of public media such as the Monitor, BGSU web site, and/or direct emailings on the following:

- why lockout tagout systems are used;
- how to recognize lockout tagout devices;
- the importance of not disturbing lockout tagout devices and;
- who to call for information on lockout tagout.

## **Retraining**

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Retraining will occur when ever there is a

- change in an authorized employee's job assignments or job area that contains sources of hazardous energy;
- change in machines, equipment or process that presents a new hazard;
- change in energy control procedures;
- a need for refresher training found during periodic inspections and/or;
- the employer believes that there are deviations from, or inadequacies in, the employees knowledge or use of the energy control procedures.

## PERIODIC INSPECTIONS

The Occupational Safety and Health Specialist will conduct an annual evaluation and update of the Lockout Tagout Program. An annual inspection must be conducted by an authorized employee not involved in the energy procedure being inspected to determine the effectiveness of the program. The annual inspection will be used as a tool to identify and correct any inadequacies or deviations from the program. Deficiencies found during the inspection will result in retraining and appropriate disciplinary action if needed. Immediate supervisors are encouraged to perform more frequent inspections of the Lockout Tagout Program to ensure that the procedures are being followed and are effective.

A review between the inspector and each authorized employee of that employees responsibilities under the energy control procedures being inspected must be completed. Environmental Health and Safety shall keep the inspection on file for three years.

The review shall include:

- Identification of any deficiencies or deviations including corrective action.
- Where lockout is used, the inspector must review each authorized employee's responsibilities under the procedure with that employee (group meetings are acceptable).
- Where tagout is used, the inspector must review **both** the authorized and affected employee's responsibilities with those employees for the energy control procedure being inspected, and the additional training responsibilities of 1910.147(c)(7)(ii).
- The supervisor must certify that the periodic inspections have been performed by completing the annual inspection form found in Appendix D.

## APPENDIX A - DEFINITIONS

### **Affected Employee**

An employee whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout tagout, or whose job requires them to work in an area in which such servicing or maintenance is being performed.

### **Authorized Employee**

An employee who locks or tags out machines or equipment in order to perform servicing or maintenance. An employee must complete the required training before he/she is designated as an authorized employee.

### **Capable of Being Locked Out**

An energy-isolating device is considered capable of being locked out if it:

- Is designed with a hasp or other means of attachment to which a lock can be affixed.
- Has a locking mechanism built into it.
- Can be locked without dismantling, rebuilding, or replacing the energy-isolating device or permanently altering its energy control capability.

### **Designated Isolation Point**

Where the machine or equipment will be locked and tagged out.

### **Energized**

Machines or equipment are energized when they are connected to an energy source or they contain residual or stored energy.

### **Energy Isolating Device**

A mechanical device that physically prevents the transmission or release of energy, including, but not limited to

- a manually operated circuit breaker;
- a disconnect switch;
- a manually operated switch by which the conductors or a circuit can be disconnected from all underground supply conductors and no pole can act independently;
- a line valve, block or any similar device used to block or isolate energy;

**Push buttons, selector switches and other circuit type control devices are not energy isolating devices.**

### **Energy Source**

Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy

### **Lockout**

The placement of a lockout device on an energy-isolating device, in accordance with an established procedure, ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

**Lockout Device**

A device that utilizes a lock and key, to hold an energy-isolating device in a safe position and prevent the energizing of a machine or equipment. These locks are designated lockout tagout locks.

**Servicing and/or Maintenance**

Workplace activities such as constructing, installing, setting up, adjusting, inspecting, modifying, maintaining and/or servicing machines or equipment, including lubrication, cleaning or unjamming of machines or equipment, and making adjustments or tool changes, where employees could be exposed to the unexpected energization or startup of the equipment or release of hazardous energy.

**Tagout**

The placement of a tagout device on an energy-isolating device, in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

**Tagout Device**

A prominent warning device which can be securely fastened to an energy isolating device in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

**Stored Energy**

Kinetic energy that remains even after the power source to the equipment has been turned off. Examples of stored energy include hydraulic, pneumatic, steam, gas, and spring tension.

## APPENDIX B - ABANDONED LOCK REMOVAL FORM

It is the responsibility of the authorized employee to remove his/her lock at the end of the workday. If an authorized employee forgets to remove his/her lock before leaving the worksite, the immediate supervisor must:

1. Call the authorized employee to verify the employee has left the worksite and inform him/her that their lock is being removed.
2. Lockout tagout devices may not be removed unless the responsible supervisor is present and authorizes removal. The immediate supervisors hold a master key.
3. The supervisor must make all reasonable attempts to contact the employee and inform him/her that their lock has been removed. If the authorized employee cannot be contacted, and the supervisor has verified that the employee who applied the device is not at the facility, the energy to the equipment may be restored after performing an inspection of the equipment that has been locked out. The supervisor must then ensure that the authorized employee is made aware of the removal before he/she resumes works.
4. After completion of the inspection and the equipment is found to be in safe working order, the equipment may be restored.

**DATE REMOVED:** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_

**COLOR CODE:** \_\_\_\_\_

**LOCK LOCATION:** \_\_\_\_\_

### **AUTHORIZED EMPLOYEE NOTIFICATION VERIFICATION:**

**NOTIFIED BY PHONE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**NOTIFIED IN PERSON:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_  
**AUTHORIZED EMPLOYEE**

**SIGNATURE:** \_\_\_\_\_  
**IMMEDIATE SUPERVISOR**

## APPENDIX C - EQUIPMENT SPECIFIC LOCKOUT TAGOUT PROCEDURES FORM

**Equipment Location:** \_\_\_\_\_

**Equipment Description:** \_\_\_\_\_

The Control of Hazardous Energy (lockout/tagout) OSHA 29 CFR 1910.147(C)(4)(ii) states that: “The procedures shall clearly and specifically outline the scope, purpose, authorization, rules and techniques to be utilized for the control of hazardous energy, and the means to enforce compliance, including, but not limited to the following:

- a) A specific statement of the intended use of the procedure.
- b) Specific procedural steps for shutting down, isolating, blocking and securing machines or equipment to control hazardous energy.
- c) Specific procedural steps for the placement, removal and transfer of lockout devices and the responsibility for them; and
- d) Specific requirements for testing a machine or equipment to determine and verify the effectiveness of lockout devices, tagout devices, and other energy control measures.”

### SOURCES OF ENERGY FOR THIS EQUIPMENT (check those that apply)

- |   |   |                                      |
|---|---|--------------------------------------|
| <input type="checkbox"/> Electrical 120     | <input type="checkbox"/> Pneumatic      | <input type="checkbox"/> Capacitors  |
| <input type="checkbox"/> Electrical _____ V | <input type="checkbox"/> Thermal        | <input type="checkbox"/> Battery     |
| <input type="checkbox"/> Electrical _____ V | <input type="checkbox"/> Hydraulic      | <input type="checkbox"/> Air Tank    |
| <input type="checkbox"/> Compressed Air     | <input type="checkbox"/> Chemical       | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Gas                | <input type="checkbox"/> Raise Load     | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Steam              | <input type="checkbox"/> Coiled Springs | <input type="checkbox"/> Other _____ |

### SPECIFIC INSTRUCTION FOR LOCKOUT

### HOW TO VERIFY LOCKOUT BEFORE PERFORMING MAINTENANCE

### INSTRUCTIONS FOR RETURNING MACHINE TO SERVICE

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Revised: 7/29/03

**APPENDIX D - ANNUAL LOCKOUT TAGOUT INSPECTION FORM**

DATE: \_\_\_\_\_

BUILDING: \_\_\_\_\_

ROOM LOCATION OF MACHINE/EQUIPMENT: \_\_\_\_\_

TYPE/NAME OF MACHINE/EQUIPMENT: \_\_\_\_\_

INSPECTORS SIGNATURE/S:

\_\_\_\_\_  
OCCUPATIONAL SAFETY AND HEALTH SPECIALIST

\_\_\_\_\_  
AUTHORIZED EMPLOYEE'S IMMEDIATE SUPERVISOR

**EMPLOYEES PERFORMING THE LOCKOUT TAGOUT PROCEDURES:**

EMPLOYEE NAME	EMPLOYEE SIGNATURE

Were all lockout tagout procedures being performed correctly? YES\_\_\_\_ NO\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
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