

# Self-Inspection Checklist Items: Lockout/Tagout

Lockout/tagout (LOTO) is a safe work practice to control hazardous energy in machines or equipment during maintenance activities. The practice involves applying locks and tags at designated energy isolation points. The lock prevents the unexpected startup of machinery or release of energy while performing maintenance. The tag indicates who applied the lock and/or tag and when it was applied. Both the lock and tag alert employees LOTO is occurring and inform them not to operate the machine or equipment.

While LOTO is a technical topic, you can visually observe many deficiencies in the workplace. This one pager reviews LOTO items you can add to your self-inspection checklists to catch deficiencies in your organization.



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## GENERAL LOCKOUT/TAGOUT INFORMATION

Your self-inspection process may involve employee discussions and interviews. If your organization interviews employees during self-inspections, consider adding items to your checklists to ask employees if they are aware of your site's LOTO program, if they are affected or authorized employees in terms of LOTO, and if they know only trained, authorized employees can apply and remove LOTO equipment.

## ENERGY CONTROL PROCEDURES

Your organization is responsible for developing and using energy control procedures. Energy control procedures are machine-specific procedures you follow to accomplish LOTO. Many organizations make energy control procedures accessible to employees by posting them on machines or placing them in a binder – thereby, making them an item to include in self-inspection checklists. Consider adding these items to your checklists:

- ✓ Look for consistency in the placement of energy control procedures – if procedures hang from machines, confirm the procedure matches the equipment make and model to which it is affixed
- ✓ Look at the dates on the energy control procedures to see if any annual reviews or periodic inspections are past due
- ✓ Review a few procedures to make sure all required sections are filled out:



## LOCKS

The locks you use for LOTO must be standardized at your organization (*not an ordinary metal lock you could use for anything*), meaning they are alike in color, shape, or size throughout all work areas. Many organizations issue individual locks to each authorized employee for LOTO, or mark LOTO locks with a specific color or number to track their application in the workplace. Consider adding these items to your self-inspection checklists:

- ✓ Look at applied locks and confirm they are an organization-specific, standardized LOTO lock
- ✓ Make sure locks are locked, giving them a tug to ensure they cannot be easily removed
- ✓ See if the key was left in the lock (*allows anyone to remove the lock*).

## TAGS

LOTO tags provide an extra sense of awareness to not energize or use the machine. Like locks, the tags you use for LOTO must be standardized too, having consistent print, format, and statement like “Do Not Start” or “Do Not Energize” (*not “Out of Service”*). You might find tags by themselves when the use of a lock is not possible. Energy control procedures explain when to use locks and/or tags, including when to use tags by themselves. Consider adding these items to your self-inspection checklists:

- ✓ Spot check a few tags and ensure all tag information is complete and readable
- ✓ Make sure applied tags are not homemade and are organization-specific, standardized tags
- ✓ Ensure the tag is made of material capable of withstanding the work environment, including the weather if applied outdoors
- ✓ Give the tag a firm tug to ensure you cannot easily remove it
- ✓ Determine there is one tag provided for each lock.

## LOCKOUT/TAGOUT STATIONS AND LOG BOOKS

LOTO stations and log books are common when an organization does not personally issue LOTO locks to authorized employees. LOTO stations and log books are not required by regulation, but your Service, Headquarters, or organization may use or require them. Consider adding these items to your self-inspection checklists:

- ✓ Review log book entries to see if LOTO devices missing from the LOTO station are documented in the book
- ✓ Evaluate log book entries for completeness, making sure all information is filled out for each entry
- ✓ Question any log entries not checked in for an extended period of time (e.g., lock and tag checked out in January, but not checked in yet as of March).



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