

**WHITMAN COLLEGE  
CONTROL OF HAZARDOUS ENERGY – LOCKOUT/TAGOUT CHECKLIST**

Prior to beginning work, confirm that all of the following steps have been taken:

1. Identify the type and magnitude of the energy that the machine or equipment uses, understand the hazards of the energy and the methods to control the energy.  
List type and magnitude of energy, its hazards and the methods to control the energy
2. Notify all affected employees that the machine or equipment is to be shut down and locked out for service or maintenance.  
List how affected employees were notified.
3. Shut down the machine or equipment by the normal stopping procedure (such as depressing a stop button, opening switches, or closing valves).  
List the type and locations of machine or equipment operating controls.
4. Completely isolate the machine or equipment from its energy sources by using the appropriate energy-isolating devices.  
List the types and locations of energy isolating devices.
5. Lock out the energy isolating device with assigned individual locks.  
List any additional procedural requirements.
6. Dissipate or restrain stored and residual energy, such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam or water pressure, using methods such as grounding, repositioning, blocking or bleeding down.  
List the types of stored and residual energy and the methods to dissipate or restrain them.  
  
List any actions necessary to prevent stored energy from re accumulating to a hazardous level.
7. Make sure the equipment is disconnected from the energy sources and stored and residual energy has been made safe. Check that no personnel are exposed, then verify the isolation of the equipment by doing the following:  
List the method of verifying machine or equipment isolation, such as operating the push button or other normal operating controls or by testing to make certain the equipment will not operate.

**CAUTION-** Return the operating controls to the safe, neutral or off position after verifying the equipment is isolated from its energy source.

**THE MACHINE OR EQUIPMENT IS NOW LOCKED OUT**



To restore the machine or equipment to service after the service or maintenance is completed and the machine or equipment is ready to return to its normal operating condition by doing the following:

1. Check the machine or equipment and the immediate area around it to make sure all nonessential items have been removed and that the machine or equipment is in operating condition and ready to energize.
2. Make sure all employees are safely positioned for starting or energizing the machine or equipment.
3. Verify that the controls are in neutral.
4. Remove the lockout devices and reenergize the machine or equipment.  
NOTE – some forms of blocking may require re-energization of the machine before they can be safely removed.
5. Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready to use.