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LOCKOUT/TAGOUT PROCEDURE & AUDIT

(Short Version)

WELCOME!

This sample program is provided to assist you as an employer in developing programs tailored to your own operation. We encourage you to copy, expand, modify and customize this sample as necessary to accomplish this goal.

This document is provided as a compliance aid, but does not constitute a legal interpretation of OSHA Standards, nor does it replace the need to be familiar with, and follow, the actual OSHA Standards (including any North Carolina specific changes.) Though this document is intended to be consistent with OSHA Standards, if an area is considered by the reader to be inconsistent, the OSHA standard should be followed. Of course, we welcome your comments and feedback!

The North Carolina Department of Labor OSH Consultative Services Bureau can be contacted for further assistance such as helping you set up your individual program and even with on-site surveys. Feel free to contact us at 1-800-NCLABOR or at 919-807-2899. You may also want to visit our website at <http://www.nclabor.com/osh/consult/bcs1.com>

Remember: A written safety/health program is only effective if it is put into place!

LOCKOUT/TAGOUT PROCEDURE		Page 1
		Date:
Organization:	Facility:	Location:
<p>SCOPE: This procedure covers the necessary safety precautions and procedures for servicing and maintenance of machines and equipment in which the unexpected energization or start up, or release of stored energy could cause injury to employees.</p>		
<p>PURPOSE: This procedure covers the minimum requirements for lockout and/or tagout of energy isolating devices to protect employees from hazardous energy including electrical, mechanical hydraulic, pneumatic, or other energy. It will be used as a facility wide general procedure for isolating all potentially hazardous energy (lockout/tagout) before employees perform any servicing and maintenance activities where unexpected energizations, start up or release of stored energy could cause injury. This procedure, when used in conjunction with the specific information recorded on the attached pages of this procedure, provides the necessary information for lockout/tagout.</p>		
<p>PROCEDURE:</p> <ol style="list-style-type: none"> 1. Only trained, authorized employees can lockout/tagout. 2. All affected and other employees working in or entering work areas where lockout/tagout is performed must be trained. 3. Determine all energy isolating devices requiring lockout/tagout to ensure effective control of hazardous energy. 4. Determine the type and magnitude of the energy and required controls. 5. Notify all affected employees of the plans to lockout/tagout. 6. Shutdown the equipment/process by normal procedures. 7. Locate the necessary energy isolating device(s) to equipment/process and operate them to isolate energy sources and affix lockout/tagout devices. 8. Relieve all stored or residual energy and take appropriate measures to ensure it does not reaccumulate. Affix lockout/tagout device as necessary. 9. Verify energy isolation and relief of stored energy after ensuring employees are not exposed and before beginning work. After start buttons are activated, press the stop button. 10. Perform the servicing and maintenance. 11. To safely restore machines, equipment or process to normal production operations, replace all guards and safety devices, remove all personnel, remove all tools and equipment. 12. Notify affected employees. 13. Remove lockout/tagout devices (by authorized employee installing lockout/tagout devices). 		
<p>LOCKOUT/TAGOUT DEVICE REMOVAL BY EMPLOYER: When it becomes necessary to remove the lockout/tagout devices of an employee who is unavailable at the facility, it can be done only by the employer and then under a special, approved procedure, as follows: _____.</p>		
<p>GROUP LOCKOUT/TAGOUT When a lockout/tagout job involves numerous lockout/tagout devices and many employees, a group lockout/tagout procedure may be used. A separate, special written procedure or permit is required.</p>		
<p>CONTRACTORS All contractors must comply with the lockout/tagout procedures specified by the site employer and employees of the employer must not violate the contractors lockout/tagout.</p>		
Procedures Prepared By:	Date:	Procedure Authorized By:
		Date:

SAMPLE LOCKOUT/TAGOUT AUDIT

DATE:	DEPT:	MACHINE/EQUIPMENT:
Name of employee(s) using lockout/tagout		Serial number of lock(s) being used on lockout
Message on tag used with lock _____ _____ _____		
Were there more than one employee working on the equipment which was locked? Explain _____ _____		
Were there locks being used for each employee? Explain _____ _____ _____		
Reason for using lockout/tagout procedure: _____ _____		
Has proper procedures been used in lockout/tagout shutdown? Yes ___ No ___ Explain _____ _____		
Interview with employees next to operation being locked or tagged out? Comments: _____ _____		
Has proper procedure been used in lockout/tagout startup? Yes ___ No ___ Explain _____ _____ _____		
When was the last time the employee was trained on lockout/tagout procedures? _____ _____		

Signature _____
 (Inspector)