

ARKANSAS TECH UNIVERSITY
HEALTH & SAFETY POLICY

LOCK OUT / TAG OUT CHECKLIST ENERGY SOURCE DETERMINATION

In order to determine all energy sources for each piece of equipment, all questions must be answered. If the question does not apply, write "NA" in the blank. Circle "yes" or "no" or fill in the blank.

Date: _____ Conducted By: _____

Location: _____ Work Center: _____

Equipment Name: _____

Equipment No: _____ Model: _____

Serial No: _____ Specific Procedure No: _____

List of authorized employees:

_____	_____
_____	_____
_____	_____
_____	_____

TRAINING NOTE: An authorized person is one who locks out or tags out a machine or equipment in order to perform service or maintenance on that machine or equipment. An affected employee becomes an authorized employee when that employee's duties include performing service or maintenance covered under this policy.

List of affected employees:

_____	_____
_____	_____
_____	_____
_____	_____

ARKANSAS TECH UNIVERSITY HEALTH & SAFETY POLICY

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

List of other employees:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TRAINING NOTE: Where tagout systems are used, all other employees whose work operation are or may be in an area where energy control procedures may be utilized, shall be instructed about the procedure, and about the prohibition relating to attempts to restart or reenergize machines or equipment which are locked out, blocked out or tagged out.

- 1. Does this equipment have:
 - a. Electric power (including battery)? YES NO
 If yes, is Motor Control Center or power panel on breaker? Indicate number _____

Does it have a lockout device? YES NO

Battery location: _____

Battery disconnect location: _____

- b. Mechanical power? YES NO

Mark each type of energy source that applies:

- 1. Engine driven? YES NO

If yes, switch or key location _____

Is lockout device installed? YES NO

If no, method of preventing operation _____

Spring loaded? YES NO

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If yes, is there a method of preventing spring activation? YES NO

If no, how can spring tension be safely release or secured? _____

2. Counter weight(s)? YES NO

If yes, does it have a method of preventing movement? YES NO

If no, how can it be secured? _____

3. Hydraulic power? YES NO

If yes, location of main control/shut off valve _____

Can control/shut off valve be locked in the "off" position? YES NO

If no, location of closest manual shutoff valve _____

Does manual shutoff valve have a lockout device? YES NO

If no, what is needed to lock valve closed? _____

Is there a bleed or drain valve to reduce pressure to zero? YES NO

If no, what will be required to bleed off the pressure? _____

4. Pneumatic energy? YES NO

If yes, location of main control/shut off valve? _____

Can shutoff valve be locked in the "off" position? YES NO

If no, location of closest manual shutoff valve _____

If no, location of closest manual shutoff valve _____

Does manual shutoff valve have a lockout device? YES NO

If no, what is needed to lock valve closed ? _____

Is there a bleed or drain valve to reduce pressure to zero? YES NO

ARKANSAS TECH UNIVERSITY HEALTH & SAFETY POLICY

If no, what is needed to lock valve closed? _____

Chemical system? YES NO

If yes, location of main control/shutoff valve _____

Can control/shutoff valve be locked in off closed position? YES NO

If no, location of closest manual shutoff valve _____

Does manual shutoff valve have a lockout device? YES NO

If no, what is nee to lock valve closed? _____

Is there a bleed or drain valve to safely reduce system pressure and drain system of chemicals? YES NO

If no, how can system be drained and neutralized? _____

What personal protective clothing or equipment is needed for this equipment?

5. Thermal energy? YES NO

If yes, location of main control/shutoff _____

Can control/shutoff valve be locked in "off" or close position? YES NO

If no, location of closest manual shutoff valve _____

Does manual shutoff valve have a lockout device? YES NO

If no, what is needed to lock value closed? _____

Is there a bleed or drain valve to safely reduce system pressure and temperature and drain system? Yes NO

If no, how can system pressure and temperature be reduced and drained?

ARKANSAS TECH UNIVERSITY HEALTH & SAFETY POLICY

What personal protective clothing or equipment is needed for this equipment?

Special precautions not noted above (i.e. fire hazards, chemical reactions, required cool down periods, etc.) _____

Recommendations or Comments: _____

Completed By: _____ Date: _____

Reviewed By: _____ Date: _____

Approved By: _____ Date: _____