

# Lockout/Tagout Assessment Worksheet



Company		Inspection Location		Inspection Number
<b>Equipment Description</b>	Equipment Name:		Manufacturer:	Designation:
	Equipment purpose and function:			
<b>Energy Sources &amp; Magnitude</b>	<b>Energy Source</b>	<b>Magnitude &amp; Unit of Measure</b>	<b>Control point – Method to Dissipate/Restrain</b>	
	Electrical (capacitors)			
	Hydraulic (lines, accumulator, cylinders)			
	Pneumatic			
	Chemical			
	Thermal			
	Mechanical (shafts, flywheels, sheaves, pulleys, belts, & clutches) Potential (gravitational, pressure, springs, & pressure)			
<b>Cord &amp; Plug Equipment</b>	Is the plug under the exclusive control of the employee (physical possession, in arm's reach and line of sight, or a lockout tagout device is affixed) performing the servicing/maintenance? <input type="checkbox"/> Yes <input type="checkbox"/> No			
	Does the Lockout/Tagout program specify acceptable procedures for handling cord and plug equipment? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Description of Equipment Operation</b>	Described how the energy sources power the machine/equipment.			
	What steps need to be taken to start up the machine?			
<b>Employee Exposure Location and Hazard Assessment</b>	What is the distance from the operating controls to the point where servicing/maintenance is being performed?			
	Do other employees have an unobstructed view of the servicing employee from the controls?			
	What steps are taken before the servicing and maintenance to address the unexpected energization, startup, or release of stored energy?			
	Are these steps sufficient to protect the worker(s) and why?			
<b>Procedure Exemption Questions</b>	What type of injury may occur?			
	Does the equipment have the potential for stored or residual energy or reaccumulation of stored energy after shut down which could endanger employees? Explain.			

Does the equipment have a single energy source which can be readily identified and isolated? Identify energy source and location of isolation.

Will isolation and lockingout of the energy source completely deenergize and deactivate the machine or equipment? Explain.

Is the equipment isolated from the energy source and locked out during servicing or maintenance activities? Explain.

Will a single lockout device achieve a lock-out condition? Explain.

Is the lockout device under the exclusive control of the authorized employee performing the servicing or maintenance? Explain.

Does the servicing or maintenance of the equipment create hazards for other employees? Explain.

Has the employer had any accidents involving the unexpected activation or reenergization of the machine or equipment during servicing or maintenance? Explain.

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