



# Lockout Tagout Checklist

HYD47852GH / Wellington Industrial Works / 16  
May 2023 / Robbie McPhee

**Complete**

Score	<b>100%</b>	Flagged items	<b>0</b>	Actions	<b>0</b>
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## Equipment Serial #

HYD47852GH

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## Site

Wellington Industrial Works

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## Conducted on

16.05.2023 10:00 PST

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## Prepared by

Robbie McPhee

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## General Information

### Nature of work

Steel Manufacturing

### Take a photo of the equipment/machinery



Photo 1

### Hazardous energy sources

Electrical

Thermal

Mechanical

### Purpose of Lockout Tagout procedure

Servicing or equipment maintenance

### Employees involved in the LOTO

1. Mark Philips
2. Steve Rogers
3. Alvin Peters

## Area Inspection

100%

**Have nonessential items (e.g., tools, spare parts) been removed from the work area?**

Yes

Area is clean with no unnecessary tools present.

**Are all of the machine or equipment components operationally intact?**

Yes

**Are all employees safely positioned or have cleared the area?**

Yes

Billy Smith, the supervisor, ensured that all employees have cleared off the area.

**Have all affected employees been notified that the lockout or tagout devices have been removed before the equipment started?**

Yes

**Have lockout or tagout devices been removed from the**

Yes

energy-isolating device by the employee who applied them?

## Employees

100%

Are the employees knowledgeable about the Lockout/Tagout Procedures and their responsibilities?

Yes

Are affected employees notified when the procedure is being used?

Yes

Have affected employees been trained to recognize when the procedure is being used and instructed not to remove lockout/tagout devices or start de-energized equipment?

Yes

## Lockout/Tagout Devices

100%

Are LOTO devices manufactured from durable materials to stand the industrial environment of their use?

Yes

Are they substantial enough to prevent removal without the use of excessive force?

Yes

Do they clearly identify the employee who installed the device?

Yes

## Applying LOTO devices

100%

Have all sources of power been checked before shutting down the equipment?

Yes

Are all effective employees notified that you are ready to start a LOTO procedure?

Yes

Is the equipment stopped by following its normal shutdown procedure?

Yes

Is the equipment isolated by turning off the energy at the main power source?

Yes

Are lock and appropriate lockout device (tags) applied to each energy isolating device?

Yes

Great locking device.



Photo 2



Photo 3

REFERENCE: Proper lockout and tagout device attached to the power source of the isolated device. [This is an example of how you can use SafetyCulture to include best practice reference images in your templates to assist with inspections]



Has the power been shut off and verified?

Yes

## Removing LOTO devices

100%

Are all tools removed and machine guards replaced?

Yes

Are all employees cleared off the machine?

Yes

Are the LOTO devices removed by the person who applied them?

Yes

Are all affected employees notified that LOTO devices have been removed?

Yes

Is energy restored properly?

Yes

## Completion

### Recommendations

1. Ensure that lockout or tagout devices are only used to control energy.
2. Do not forget to write the name of the person who applied the LOTO device.
3. Test the power source twice to make sure it is turned off properly.
4. Always conduct an inspection whenever servicing and maintenance are to be conducted.

5. Be knowledgeable about the LOTO procedure and the hazardous energy present in your area.

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**Full name and Signature of the Inspector**



Robbie McPhee  
16.05.2023 10:50 PST

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## Media summary



Photo 1



Photo 2



Photo 3