Lockout/Tagout Procedures

**Directions:**

- Do the best you can to answer the questions in each section.
- If you don't understand the question or don't know the answer, just put a question mark or other mark next to the question.
- If a whole section does not apply (e.g., you don't have that type of equipment) just mark it out with a slash.
- Contact Environmental Health and Safety (EH&S) (nph4@cornell.edu; 255-8200) or CALS Occupational and Environmental Health (OEH) (eh22@cornell.edu; 255-0485) if you really get stuck.

1. Is all machinery or equipment capable of movement required to be de-energized or disengaged and blocked or locked-out during cleaning, servicing, adjusting, or setting up operations, whenever required?  
   - N/A  
   - OK  
   - Not OK

2. Where the power disconnecting means for equipment does not also disconnect the electrical control circuit, are the appropriate electrical enclosures identified?  
   - N/A  
   - OK  
   - Not OK

3. Where the power disconnecting means for equipment does not also disconnect the electrical control circuit, is means provided to assure the control circuit can also be disconnected and locked-out?  
   - N/A  
   - OK  
   - Not OK

4. Is the locking-out of control circuits in lieu of locking-out main power disconnects prohibited?  
   - N/A  
   - OK  
   - Not OK

5. Are all equipment control valve handles provided with a means for locking-out?  
   - N/A  
   - OK  
   - Not OK

6. Does the lock-out procedure require that stored energy (mechanical, hydraulic, air, etc.) be released or blocked before equipment is locked-out for repairs?  
   - N/A  
   - OK  
   - Not OK

7. Are appropriate employees provided with individually keyed personal safety locks?  
   - N/A  
   - OK  
   - Not OK

8. Are employees required to keep personal control of their key(s) while they have safety locks in use?  
   - N/A  
   - OK  
   - Not OK

9. Is it required that only the employee exposed to the hazard place or remove the safety lock?  
   - N/A  
   - OK  
   - Not OK

10. Is it required that employees check the safety of the lock-out by attempting a start up after making sure none is exposed?  
    - N/A  
    - OK  
    - Not OK

11. Are employees instructed to always push the control circuit stop button prior to re-energizing the main power switch?  
    - N/A  
    - OK  
    - Not OK

12. Is there a means provided to identify any or all employees who are working on locked-out equipment by their locks or accompanying tags?  
    - N/A  
    - OK  
    - Not OK
Lockout/Tagout Procedures continued

13. Are a sufficient number of accident preventive signs or tags and safety padlocks provided for any reasonably foreseeable repair emergency?
   
   Yes [ ]  No [x]  Not OK [x]

14. When machine operations, configuration, or size requires the operator to leave his or her control station to install tools or perform other operations, and that part of the machine could move if accidentally activated, is such element required to be separately locked or blocked out?
   
   Yes [ ]  No [x]  Not OK [x]

15. In the event that equipment or lines cannot be shut down, locked out, and tagged, is a safe job procedure established and rigidly followed?
   
   Yes [ ]  No [x]  Not OK [x]

Comments:

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