

Lockout/Tagout Periodic Inspection Procedures

I. PERIODIC INSPECTION PROCEDURES:

Note: The inspector must be trained in Lockout / Tagout procedures and be an authorized employee as defined in the lockout / tagout procedures.

1. Identify an area and task where lockout / tagout procedures are being applied.
2. When it is safe to interrupt the workers, identify who you are and the purpose of the inspection.
 - a. Print the names of the employees interviewed on the inspection form and check the appropriate box to indicate whether the employees interviewed are authorized or affect employees as defined in the lockout / tagout procedures.
 - b. Ask the employees if they have been trained in lockout / tagout procedures. If the employees have not been trained stop the activities and contact Department Management.
 - c. If the employees have been trained check the appropriate box and after the inspection verify when the training occurred.
3. Determine if energy control procedures are being followed. Use the attached checklist to record your findings. If energy control procedures are not being followed, stop the activities and contact Department Management.
4. Examine the lockout/tagout equipment being used and verify that it meets the minimum requirements of the procedure.
5. Print your name and sign and date the inspection form. Include the date you were trained in lockout / tagout procedures.
6. Forward the inspection form to Environmental Health and Safety at mail stop 8284.

II. SAFE START UP CHECKLIST:

1. Inspect the Area:

Are all machine components operational?	YES	NO	N/A
Are all safe guards in place?	YES	NO	N/A
Have all tools been removed from the machine?	YES	NO	N/A
Are all pressure tubing, pipes, and hoses connected with valves closed?	YES	NO	N/A
Is the work area clear for mechanical operation?	YES	NO	N/A

2. Remove Lockout/Tagout Devices & Tags.

3. Notify Affected Employees:

Is the work area cleared before starting up the equipment?	YES	NO	N/A
Has the servicing been completed and the locks & tags removed?	YES	NO	N/A

4. If you answer YES (or N/A) to all of the above, start the equipment.