

APPENDIX A

SUPERVISOR'S LOCKOUT AND/OR TAGOUT SAFETY CHECKLIST

SUPERVISOR/CREW LEADER _____ DATE _____
(please print)

BUILDING/SITE

Procedure

Initial

1. Never pull a disconnect when a circuit is under load.
2. The only safe way to electrically isolate a motor is at the disconnect site.
3. Always check the voltage tester on a known voltage source before testing a live or dead circuit.
4. Always check the blades in the disconnect box to make sure they have been pulled.
5. Check all interior circuits.
6. Test the control circuit in the disconnect/motor starter to make sure it is dead.
7. Always recheck the voltage tester on a known voltage source after you have checked the circuit.
8. Double check the machinery or equipment at the start/stop switch, toggle switch, etc. just to make sure it is deactivated.
9. Discharge any electrical, mechanical, hydraulic or other devices that can hold potential energy.
10. Never remove a lock and/or tag at a disconnect if you did not place it there.
11. Only you can control a safe lockout/tagout procedure. It is your responsibility to make sure a lockout/tagout procedure is in effect any time you are working with an electrical or mechanical hazard.

(Supervisor's/Crew Leader's Signature)

(Department)

NOTE: Place original in Supervisor/Crew Leader's file and a copy in departmental files.