Lockout—Tagout Employee Verification Form

|  |  |  |  |
| --- | --- | --- | --- |
| Date: | Task not applicable | Task completed satisfactorily | Task completed unsatisfactorily |
| Energy Sources |
| Identify various types of energy sources |  |  |  |
| Identify appropriate energy control devices |  |  |  |
| Demonstrates proper procedure for applying energy control devices |  |  |  |
| Demonstrates knowledge of the equipment specific lockout procedures for the equipment listed below |  |  |  |
| Lock and Identity Tag |
| Employee has personally assigned lock(s) and tag(s); Employee’s name is written on tag and is readable |  |  |  |
| Lock Removal |
| Demonstrate the procedure for lock and tag removal |  |  |  |
| Ask employee the following questions and check their response |
| 1. The term lockout is best defined as the placement of a lockout device on an energy isolating device, in accordance with an established procedure, ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

🞏 TRUE 🞏 FALSE |
| 1. An affected employee is one who:
2. Works on equipment that is subject to lockout
3. Works in an area where lockouts are used
4. Is the person who locks out the equipment
5. Both B and C
 |
| 1. An authorized employee is one who:
2. Works on equipment that is subject to lockout
3. Actually locks out equipment
4. Services machinery that is subject to lockout
5. Both B and C
 |

Lockout—Tagout Employee Verification Form (Continued)

|  |
| --- |
| 1. Tags are not to be used in place of locks because:
2. They may evoke a false sense of security
3. They do not provide they physical restraint of a lock
4. They are only warning devices
5. All of the above
 |
| 1. When locking out, you only have to lockout the main electrical system.

🞏 TRUE 🞏 FALSE |
| 1. After locking out all energy sources, you must try to restart the equipment.

🞏 TRUE 🞏 FALSE |
| 1. You must notify all affected employees prior to shutting off and locking out equipment.

🞏 TRUE 🞏 FALSE |
| 1. It is acceptable to use just one lock for several employees working on the same piece of equipment.

🞏 TRUE 🞏 FALSE |
| 1. It is acceptable to remove someone else’s lock.

🞏 TRUE 🞏 FALSE |
| Employee needs to have refresher lockout training (classroom and hands on) 🞏 TRUE 🞏 FALSE |
| Department (area)/Shift: |  |  |
| Line number: |  |  |
| Equipment name: |  |  |
|  |  |  |
| Employee |  |  |
|  | Print name | Signature |
| Supervisor |  |  |
|  | Print name | Signature |