



Subject: Control of Hazardous Energy-Lockout and Tagout

Effective date:

Last Revision:

(Include list of last revisions in appendix.)

Lockout—Tagout Employee Verification Form

Date:	Task not applicable	Task completed satisfactorily	Task completed unsatisfactorily
ENERGY SOURCES			
Identify various types of energy sources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identify appropriate energy control devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates proper procedure for applying energy control devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates knowledge of the equipment specific lockout procedures for the equipment listed below	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LOCK AND IDENTITY TAG			
Employee has personally assigned lock(s) and tag(s); Employee's name is written on tag and is readable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LOCK REMOVAL			
Demonstrate the procedure for lock and tag removal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ASK EMPLOYEE THE FOLLOWING QUESTIONS AND CHECK THEIR RESPONSE			
<p>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.</p> <p style="text-align: center;"><input type="checkbox"/> TRUE <input type="checkbox"/> FALSE</p>			
<p>2. An affected employee is one who:</p> <p>A. Works on equipment that is subject to lockout</p> <p>B. Works in an area where lockouts are used</p> <p>C. Is the person who locks out the equipment</p> <p>D. Both B and C</p>			
<p>3. An authorized employee is one who:</p> <p>A. Works on equipment that is subject to lockout</p> <p>B. Actually locks out equipment</p> <p>C. Services machinery that is subject to lockout</p> <p>D. Both B and C</p>			



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Lockout—Tagout Employee Verification Form (Continued)

4. Tags are not to be used in place of locks because:		
A. They may evoke a false sense of security		
B. They do not provide they physical restraint of a lock		
C. They are only warning devices		
D. All of the above		
5. When locking out, you only have to lockout the main electrical system.		
<input type="checkbox"/> TRUE <input type="checkbox"/> FALSE		
6. After locking out all energy sources, you must try to restart the equipment.		
<input type="checkbox"/> TRUE <input type="checkbox"/> FALSE		
7. You must notify all affected employees prior to shutting off and locking out equipment.		
<input type="checkbox"/> TRUE <input type="checkbox"/> FALSE		
8. It is acceptable to use just one lock for several employees working on the same piece of equipment.		
<input type="checkbox"/> TRUE <input type="checkbox"/> FALSE		
9. It is acceptable to remove someone else’s lock.		
<input type="checkbox"/> TRUE <input type="checkbox"/> FALSE		
Employee needs to have refresher lockout training (classroom and hands on) <input type="checkbox"/> TRUE <input type="checkbox"/> FALSE		
Department (area)/Shift:		
Line number:		
Equipment name:		
Employee		
	Print name	Signature
Supervisor		
	Print name	Signature