



# EASTERN Group Lockout/Tagout Procedure Worksheet

WASHINGTON UNIVERSITY

Environmental Health & Safety

Lockout Coordinator: \_\_\_\_\_ LOTO Date & Time: \_\_\_\_\_

Employees participating in LOTO procedure:

Name	Department	Date/Time In	Date/Time Out

Equipment/System for LOTO: \_\_\_\_\_

Equipment/System Description: \_\_\_\_\_

\_\_\_\_\_

Equipment/System Location: \_\_\_\_\_

Type of Hazardous Energy:

- Electrical       Mechanical       Thermal       Other  
 Hydraulic       Pneumatic       Chemical      Specify \_\_\_\_\_

Equipment/System shutdown procedure (include types & locations of operating controls): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Steps to Isolate and Control Energy:

#	Isolating Devices (Type and Location)	Control Devices (Lock, Chain, Wedge, etc.)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		



Special procedures and/or Additional safety measures: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

If applicable, list: Type(s) of stored energy in the equipment/system, Methods used to dispel or restrain stored energy, Steps to prevent buildup of energy while LOTO is in effect: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Test methods to ensure energy isolating steps were effective: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Steps to Reenergize Equipment/System (this must include: Inspections to ensure employees and tools/other items are not in the LOTO area, Notification that the equipment/system will be reactivated, Conformation that the equipment/system is operationally intact and all guards are in place, Notification that the equipment/system is reactivated):

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

Affected Employees (who will be notified that LOTO is happening on the equipment/system):

\_\_\_\_\_  
 \_\_\_\_\_

**To be completed when lockout/tagout devices are removed:**

Date & Time that LOTO devices were removed: \_\_\_\_\_

Reason LOTO devices were removed: \_\_\_\_\_

Lockout Coordinator Signature: \_\_\_\_\_

This form must be filed at the end of the LOTO procedure and kept for at least 2 years.