



Town of Carefree
8 Sundial Circle
P.O. Box 740
Carefree, AZ 85377

Step by Step Checklist for Electrical Lockout/Tagouts

In accordance with OSHA Standard 29 of Federal Regulation 1910.47, employers are required to follow a step-by-step process when performing lockout/tagout procedures. By following a few simple steps, you can ensure that your employees will not become victims of unexpected electrical startups while conducting maintenance or repairs. Here is the process:

1. Notification of Involved Employees

This is the first step, and possibly the most important. All affected employees must be notified by the electrician that machinery will be locked out and tagged, and this forewarning is imperative due to dangerous circumstances involved in performing a lockout. If your machine operator, department foreman, maintenance supervisor, and all other involved parties are not notified that a lockout is beginning, then they may be put into a dangerous position. To prevent this notification is key.

2. Inspection of Lockout Devices

The person authorized to lockout and tag machinery must inspect all lockout devices for damage. Damaged lockout devices are not to be used and should be discarded.

3. Locking

Lockout the power source in question using an OSHA-approved electrical lockout device like the Master Lock 453. This step is only to be completed by an authorized employee. Once the source is locked out, the employee should attempt to start the machine. If the machine is in fact de-energized, maintenance can then begin on the equipment.

4. Tagging

During a lockout, information present on tags attached to lockout devices should be as follows: who locked the machinery, why the machinery is locked out, when the machinery was locked, and the supervisor of the authorized employee. There should be a tag placed on the electrical panel and a separate lock securing this panel. Only the authorized employee and his supervisor are qualified to remove the lock and tag.

5. Restart

The authorized employee can only restart the equipment after all repairs are completed. Ensure that no tools are left in or around the machinery, as this could result in damage to your machinery. Notify all involved employees of a restart, and then double-check to make sure that no tools or equipment has been left behind.

6. Safety Guard

Check all safety guards and devices. Make sure that these have all been put back in place. Inspect each and every safety device and verify that it is in its proper place.



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7. Removal

After following all steps and performing rigorous double-checks, the authorized employee may remove the lockout/tagout devices. Turn the power back on and allow the equipment to return to production. The authorized employee should remain with the machine for a few minutes to make sure it is working properly.

I have read and understand all procedures contained in the Town of Carefree lock-out, tag-out program:

Name: _____ Name: _____

Date: _____ Date: _____

Company: _____ Company: _____

Name: _____ Name: _____

Date: _____ Date: _____

Company: _____ Company: _____

Name: _____ Name: _____

Date: _____ Date: _____

Company: _____ Company: _____