

**GS-146 Lockout - Tagout (LOTO)
Annual Inspection and Training Assessment Checklist**

Department:
Shop:
Location:
Equipment (Please check all equipment procedures that were reviewed on Page 2)

	Yes	No
1 A) Has there been a change in job assignments, machines, equipment or processes?		
B) If so, have employees been re-trained when job assignments, machines, equipment or processes have changed?		
2) Are the locks uniquely identified, uniquely keyed, and only used for the purpose of LOTO?		
3) Does the tag used with the lock identify the worker servicing the machine or equipment?		
4) Has equipment and machine-specific LOTO procedures been documented in writing?		
5) Does the employee know where the written LOTO procedures are located?		
6) Does the employee notify affected employees and all other employees in the area before starting the LOTO procedure?		
7) Can the employee identify all hazardous energy sources and associated hazards for the equipment or machine to be locked out?		
8) Does the employee follow the proper LOTO procedures for de-energizing the equipment or machine?		
9) Does the employee demonstrate the proper steps for the placement, removal and transfer of LOTO devices?		
10) Does the employee use the proper methods to verify the equipment or machine was de-energized?		
11) Before releasing the machine or equipment from LOTO, does the employee do the following:		
A) Inspect the machine or equipment to ensure it is operationally intact?		
B) Ensure that all employees are safely positioned?		
C) Notify affected employees and all other employees in the area that the LOTO devices have been removed?		
12) If you answered "No" to questions 2-11, has the employee been re-trained?		

Lockout Tagout Written Procedures

General Equipment

1. Air compressor
2. Air dryer
3. Air handling unit
4. Automatic transfer switch
5. Boilers (steam/hot water)
6. Chiller
7. Condenser unit
8. Cooling tower
9. Domestic heat exchanger
10. Elevators
11. Engineers procedure
12. Gas furnace
13. Hoods
14. Incinerator
15. Isolation room
16. Medical gas manifold
17. PLTTS system
18. Pneumatic tube system
19. Pumps
20. Reverse osmosis system
21. Steam pressure relief valve
22. Walk-in room (cooler/freezer, warm room)
23. Water heater

Kitchen Equipment

24. Cafeteria conveyor (Duke North 0 level cafeteria)
25. Kitchen conveyor (Duke North Room 1202)
26. Kitchen hoods
27. Pulpers and kettles
28. Searle Center coffee pot
29. Searle Center dish washer

Steam Condensate Pumps

30. Steam condensate pump (electric)
31. Steam condensate pump (pressure powered)

Sterilizers

32. 3M gas sterilizer
33. Small and medium sterilizer
34. Steris 3058 gas sterilizer

Washers

35. Cart, tunnel, upright, sonic, and scope washers
36. Rack washer

Authorized Employees Observed
 (Print name and Duke ID)

NAME	DUKE ID	NAME	DUKE ID
1)		2)	
3)		4)	
5)		6)	
7)		8)	
9)		10)	
11)		12)	
13)		14)	
15)		16)	
17)		18)	
19)		20)	

Deficiencies Observed & Corrective Actions:

Inspected By _____ **Date** _____

**Please fax all 3 Pages to Occupational Hygiene & Safety at (919) 681-5916
 For questions, call (919) 684-5996**