**Lockout-tagout (LOTO) safety observation**

Observer name:

Date performed:

Equipment/process observed:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Behaviors | Acceptable | Unacceptable | Not Observed | N/A, remarks, or action taken |
| Were affected employees notified that LOTO is being performed? |  |  |  |  |
| Can the authorized employees identify all hazardous energy sources for the equipment? |  |  |  |  |
| Did the employee follow the written procedures, specific to that particular equipment? |  |  |  |  |
| Did the employee release stored energy by draining, bleeding down, and applying grounds? |  |  |  |  |
| When more than one employee works the equipment, a procedural lockout or “lock box” system is used so that each employee has to place only one lock. |  |  |  |  |
| Does the lock include identifying tag or employee name? |  |  |  |  |
| Are all locks, tags, and other lockout devices of types that are approved by the LOTO program? |  |  |  |  |
| Did the employee block/jack/pin raised components and other potential mechanical energy sources? |  |  |  |  |
| During shift change, did the employee use the direct hand-over method, supervisor hand-over, or duplicate key method? |  |  |  |  |
| When removing jammed material, was the employee using proper safety procedures? |  |  |  |  |