

## Checklist for Lockout

Inspection Items	Legislation	Y	N	N/A	Corrective Actions / Comments
<b>Administrative</b>					
Employer to provide information: instruction, training, and supervision	<i>Act 9(2)(c)</i> (c.1) (c.2) (c.3)				
<b>Employer must ensure:</b>					
• Means of isolating energy source that is:	GR 239(1)				
○ Lockable	GR 239(1)(a)				
○ In a location familiar to all employees	GR 239(1)(b)				
○ Properly identified	GR 239(1)(c)				
• Provide safety lock and key	GR 239(2)				
• Written lockout procedure	GR 239(3)				
• Where any equipment or a machine is to be cleaned, maintained, adjusted, or repaired:	GR 239(4)				
○ Competent person puts the equipment or the machine in zero energy state	GR 239(4)(a)				
○ Verify all potential energy sources have been made inoperative.	GR 239(4)(b)(i)				
○ The equipment or the machine is locked out using safety lock and key provided by employer.	GR 239(4)(b)(ii)				

**THIS CHECKLIST IS MEANT TO BE USED AS A GUIDELINE AND IS NOT EXHAUSTIVE. THE REQUIREMENT OF REGULATION 91-191 WILL ALWAYS PREVAIL.**

**Revised: July 2022 (Effective September 2022)**

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○ Tag put on safety lock containing words directing persons not to start or operate the equipment or the machine.	GR 239(4)(b)(iii)(A)				
○ Tag put on safety lock containing employee's printed name and signature.	GR 239(4)(b)(iii)(B)				
● Tag put on safety lock containing date and time when put on.	GR 239(4)(b)(iii)(C)				
● Verify that 4(a) and (b) are complete and test that the equipment or the machine is inoperative.	GR 239(5)				
● Removal of lockout device or tag:	GR 239(6)				
○ By person who installed	GR 239(6)(a)				
○ In an emergency or where employee is not available, by competent employee designated by employer	GR 239(6)(b)				
● Where lockout procedure is inappropriate:	GR 240				
○ Establish code of practice	GR 240(a)				
○ Comply with and enforce code of practice	GR 240(b)				
<b>Employee must</b>					
● Verify that 239(4) is complete and test that the equipment or the machine is inoperative.	GR 239(5)				

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