SOP WAREHOUSESOP

FREE PRINTABLE CHECKLIST

Group Lockout and Shift Change Energy Control Checklist

Regulation: 29 CFR 1910.147(f)(3)

FACILITY	AREA OR EQUIPMENT ID	DATE	SHIFT
INSPECTED BY (PRINT)		SIGNATURE	

1. Procedure checks

Tick each step as it is done, in this order.

DONE	CHECK	NOTES
☐	One primary authorized employee is named on the lockbox tag	
☐	Isolate every point, then keys go into the lockbox	
☐	Every worker puts their own lock on the box hasp	
☐	Verify isolation yourself before you trust the box	
☐	Finished? Take off only your own lock and step clear	
☐	Shift change: new lock goes on before the old lock comes off	
☐	Contractors and facility crews both lock the same box	

2. Compliance checks

Tick each item that is in place. The citation after an item is the paragraph that requires it.

DONE	CHECK	NOTES
☐	A primary authorized employee is designated and named for every group lockout **29 CFR 1910.147(f)(3)**	
☐	Each authorized employee in the crew applies a personal lock to the group device and removes only their own **29 CFR 1910.147(f)(3)**	
☐	Shift and personnel changes transfer protection without leaving the equipment unprotected at any point **29 CFR 1910.147(f)(4)**	
☐	Energy control procedures are exchanged with outside contractors and the exchange is documented **29 CFR 1910.147(f)(2)**	
☐	Temporary removal for testing or positioning follows the clear, remove, energize, de-energize, reapply sequence **29 CFR 1910.147(f)(1)**	
☐	Group lockboxes, hasps, and spare personal locks are available where group work is performed	

WARNINGS

Never rely on someone else's lock to protect you

Never leave the equipment protected by nobody, not even for a minute

An absent coworker's lock is not yours to remove

SUPERVISOR REVIEW

REVIEWED BY (SUPERVISOR)	SIGNATURE	DATE