

UNIVERSITY OF VIRGINIA LOCK OUT ANNUAL REVIEW FORM

Department:		Supervisor:	
Employee:		Date:	

Equipment/Machine LOTO Procedure Used: (i.e. Motor, Fume Hood, Etc.)

	Yes	No
1. Are department personnel who conduct work covered by the Lock Out Policy trained as Lockout Authorized Employees? Is training up to date and documented? List those who are trained and those who are not trained but need it.	<input type="checkbox"/>	<input type="checkbox"/>
2. Are Energy Control Procedures developed and documented as required by the Lock Out Policy? List any Energy Control Procedures that need to be developed or documented.	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the department have adequate locks, tags, and lockout devices? List what is needed and whether or not the department has them.	<input type="checkbox"/>	<input type="checkbox"/>
4. Have Lockout Authorized Employees demonstrate Energy Control Procedures or General Lockout Procedure as appropriate. List Energy Control Procedures demonstrated.	<input type="checkbox"/>	<input type="checkbox"/>
5. Are department Lockout Authorized Employees familiar with and follow the General Lockout Procedure?	<input type="checkbox"/>	<input type="checkbox"/>
6. Does the department conduct Group Lockout? Review procedure.	<input type="checkbox"/>	<input type="checkbox"/>
7. Does the department conduct lockout work across shift/personnel changes? Review procedure.	<input type="checkbox"/>	<input type="checkbox"/>
8. Does the department have an Emergency Lock Removal procedure? Review key security method and list persons who will implement the Emergency Lock Removal procedure/form.	<input type="checkbox"/>	<input type="checkbox"/>

For Facilities Management return form Messenger Mail – Attn: Brian Shifflett, FM, Safety Mgr, Box 400726
For Other Departments return form Messenger Mail – Attn: Michelle Whitlock, EHS, Box 400322