

NRCA Safety Manual
 Chapter Twenty Two:
 Control of Hazardous Energy
 Sources (Lockout/Tagout)
 Checklist



NATIONAL ROOFING CONTRACTORS ASSOCIATION | **CNA** COMMERCIAL INSURANCE

Pre-job			
1.	Will any equipment, machinery or power or transmission sources (not under your company's control) that affect workers on the roof need to be shut down or de-energized at any time during the project?	Y	N
2.	Have the individuals responsible for accomplishing that process been identified and contacted?	Y	N
3.	Has the lockout/tagout procedure to be used been reviewed and accepted by the appropriate officer of your company?	Y	N
4.	Does the procedure include provisions for independent verification by your company as to the lockout/tagout of equipment prior to placing roofing workers in affected areas?	Y	N
	If so, it must be designed by a registered professional engineer.		
5.	Are procedures in place for lockout/tagout of any roofing equipment used on the project that may require energy control during repair or placement?	Y	N
6.	Are those procedures part of a written company program for lockout/tagout of equipment and machinery?	Y	N
Job-in-progress			
7.	Have all energy sources been identified for any roofing equipment that	Y	N

	needs to be locked out?		
8.	Are locking devices and/or tags available for use in alerting workers that the equipment should not be used or re-energized?	Y	N
9.	Is only one employee in control of the key for the lock that is used on out-of-service equipment?	Y	N
10.	Have employees performing the lockout/tagout and those affected by the shutdown been trained in the procedures to be used?	Y	N
11.	Have all workers affected by the lockout/tagout been informed of the status of the equipment?	Y	N
	Post-job		
12.	Are any procedures used successfully during this project suitable to be incorporated into the written company lockout/tagout program?	Y	N
13.	Has equipment that was tagged for repair or disposal been properly serviced or discarded	Y	N