

## APPENDIX E: Employee On-the-Job Training Checklist

All employees must receive on-the-job training on the specific knowledge and steps required to safely and effectively follow a lockout/tagout procedure. Complete the checklist below during on-the-job training. Marking an item as complete certifies that the employee can explain the step in its entirety and perform it independently.

<b>Employee:</b>	<b>Date:</b>
<b>Equipment Name:</b>	<b>Equipment Location:</b>
<b>Building and Campus Location:</b>	<b>Supervisor:</b>

### Step 1: Notification.

Task	Complete (✓)
Employee can identify Affected or Other employees that must be notified when piece of equipment is being serviced.	
Employee can describe the method used to inform these individuals.	

### Steps 2-6: Individually Identify Each Energy Source and Applicable Shutdown, Isolation, Residual Energy Release, Lockout, and Verification Procedures.

Task	Complete (✓)
Step 2. Employee can identify all energy sources associated with equipment, the magnitude of each energy source, and explain the hazards associated with each source.	
Step 3. Employee can explain and perform the method to shut down each energy source, including the location of shutdown mechanisms.	
Step 4. Employee can explain and perform the method to isolate energy sources, including the equipment used and how to release residual energy(ies).	
Step 5. Employee can explain and perform the method to lockout energy sources.	
Step 6. Employee can explain and perform the method to verify the lockout of each energy source.	

### Step 7: Neutralize.

Task	Complete (✓)
Employee can explain and perform the method of returning all controls to neutral following the verification of all energy sources.	

### Step 8: Perform Service and/or Maintenance

### Step 9: Release From Lockout/Tagout

Task	Complete (✓)
Employee can explain and perform the method to release equipment from lockout/tagout.	

**Employee: I certify that I am able to describe and perform all of the tasks listed above in their entirety.**

Name (printed) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Supervisor: I certify that the employee is able to describe and perform all tasks listed above in their entirety.**

Name (printed) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_