



1 Portland Street, PO Box 160
 Saint John, NB E2L 3X9
 Phone 506 632-2200
 Toll-free 1 800 222-9775
 Web www.worksafenb.ca

1, rue Portland, case postale 160
 Saint John, NB E2L 3X9
 Téléphone 506 632-2200
 Sans frais 1 800 222-9775
 Web www.travailsecuritairenb.ca

Checklist for Lockout

Inspection Items	Legislation	Y	N	N/A	Corrective Actions / Comments
Administrative					
Employer to provide information: instruction, training, and supervision	Act 9(2)(c) (c.1) (c.2) (c.3)				
Employer shall ensure:					
↳ Means of isolating energy source that is:	GR 239(1)				
o Lockable	GR 239(1)(a)				
o In a location familiar to all employees	GR 239(1)(b)				
o Properly identified	GR 239(1)(c)				
↳ Provide safety lock and key	GR 239(2)				
↳ Written lockout procedure	GR 239(3)				
↳ Where machine to be cleaned, maintained, adjusted or repaired:	GR 239(4)				
o Competent person puts machine in zero energy state	GR 239(4)(a)				
o Verify that all potential energy sources have been made inoperative	GR 239(4)(b)(i)				
o Machine 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: March, 2014 (Effective June 2014)

Inspection Items	Legislation	Y	N	N/A	Corrective Actions / Comments
o Tag put on safety lock containing words directing persons not to start or operate machine	GR 239(4)(b)(iii)(A)				
o Tag put on safety lock containing employee's printed name and signature	GR 239(4)(b)(iii)(B)				
o 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 machine is inoperative	GR 239(5)				
↪ Removal of lockout device or tag:	GR 239(6)				
o By person who installed	GR 239(6)(a)				
o 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				
o Establish Code of Practice	GR 240(a)				
o Comply with and enforce code of practice	GR 240(b)				
Employee shall					
↪ Verify that 239(4) is complete and test that machine is inoperative	G 239(5)				

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