

Chapter 10 – Form 5: Lockout / Tagout Log Book

LO/TO LOG BOOK – Campus _____ Department _____

Machinery and equipment must be de-energized and locked/tagged out at the source(s) of the energy **before** maintenance, repair, or modifications can be made. Retain this log in the LO/TO Log Book.

Employees using lockout/tagout devices will record their use within their campus department’s log book.

Lock Date (mmddyy)	Affected Equipment or System	Reason for Lockout	Group (Yes/No)	Number of Locks	OPS Verified	Authorized Person	Lock Removal		
							Unlock Date (mmddyy)	Authorized person	Cleared by OPS
<i>(example)</i> 12/31/20	<i>SY Lot 9 Streetlight</i>	<i>Replace light head with LED</i>	<i>NO</i>	<i>1</i>	<i>Yes JOB</i>	<i>Gordon Lightfoot</i>	<i>01/01/21</i>	<i>Gordon Lightfoot</i>	<i>Yes JOB</i>

(an ‘example’ of a lockout log book is provided on the reverse)

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'Example' of a lockout log book.

Lock Date	Affected Equipment or System	Reason for Lock Out	Group (Yes/No)	Number of Locks	OPS Verified	Authorized Person	Lock Removal		
							Unlock Date	Authorized Person	Cleared by Operator

'Example' of a completed lockout log book.

Name	Bldg./Rm. #	Equipment name and/or Number	Lockout Date	Reason for lockout/tagout	Date Removed
[Redacted]	Rec. Center Marvin's Shop	Street Light	3/23/11	Remove Cobra head Street Light	3/25
[Redacted]	Chiles	Electric panel A circuit 4	7/11/13	de energized outlet for abatement	9/13-13
[Redacted]	Zebra fish	HWP #2	2/4/14	pump repair	2/5-14
[Redacted]			2/11/14	pump repair	2/26-14