

Determination of Complex vs Group Lockout Procedure

Group vs Complex Lockout Checklist		Order #: _____	Date (DD/MM/YY): _____		
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1. Physical size and extent of machinery, equipment, piping, or process system				
Item	Description	YES	NO	N/A
1a	Does the extent of the equipment make it impractical for all affected workers to apply their locks to all energy isolating devices? <i>No. of areas isolation devices span across: _____</i>	<input type="checkbox"/>	<input type="checkbox"/>	---
1b	Will using a normal group lockout/lockbox be a practical solution to providing adequate protection from each hazardous source of energy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Inaccessibility of energy isolating devices				
Item	Description	YES	NO	N/A
2a	Are any of the energy isolating devices located in an inaccessible location? (e.g. confined space, noise levels, fall protection required, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	---
2b	Is there an approved procedure for this work and would it be considered a routine task?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Number of workers involved requiring hazardous energy control				
Item	Description	YES	NO	N/A
3a	Are there so many workers that using group lock boxes and associated accessories is not practical?	<input type="checkbox"/>	<input type="checkbox"/>	---

4. Number of energy-isolating devices involved				
Item	Description	YES	NO	N/A
4a	Are there so many energy-isolating devices that it is impractical for all workers to apply their locks to them? <i>No. of isolation devices: _____</i>	<input type="checkbox"/>	<input type="checkbox"/>	---
4b	Will using a normal group lockout/lockbox be a practical solution to providing adequate protection from each hazardous source of energy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Extended length of isolation period				
Item	Description	YES	NO	N/A
5a	Will the isolation period extend beyond a single shift?	<input type="checkbox"/>	<input type="checkbox"/>	---
5b	Will any additional hazardous energy conditions be created over the duration of the isolation period, which could cause workers to require additional Personal Safety Locks? <i>No. of overlapping lockouts required: _____</i>	<input type="checkbox"/>	<input type="checkbox"/>	---

6. Interrelationship/interdependence of components or different systems				
Item	Description	YES	NO	N/A
6a	Does the complexity of the interrelationships of components/systems require one OIC to overlook the isolation process?	<input type="checkbox"/>	<input type="checkbox"/>	---
6b	Does the interrelationship/interdependence of components/systems or multiple trades/disciplines create new hazards where a complex lockout is more equipped to ensure best controls of hazardous energy?	<input type="checkbox"/>	<input type="checkbox"/>	---

Group vs Complex Lockout Checklist

Criteria for Complex Lockout

- All items require 1 box to be checked for each row.
- If 1 or more grey boxes are checked a complex lockout should be used.
- Each “YES” check box for items in 1a, 2a, 4a, 5a, 6a increases the overall complexity of the required lockout. Although white boxes are not as heavily weighed as grey boxes, determination of which lockout process to use should be considered wholistically and does not necessarily rule out the option of performing a complex lockout. If the pervasiveness of complexity posed by multiple “yes” answers to white boxes gives rise to reasonable doubt of effective controls of hazardous energy, a complex lockout may prove to be a more prudent choice. The guidance and/or professional judgement by a professional engineer with qualified experience and competency with regards to COHE may be required to assess the forementioned reasonable doubt in determining complex lock requirements.
- Individual lockout then, normal group lockout then, complex lockout is the preferred order of lockout processes when practicable and achievable.

Lockout Process Determination

Based on the criteria above and/or group discussions:

☐ Group Lockout

☐ Complex Lockout

Reasons for choosing group lockout or complex lockout process:

Title/Group	Name (Please Print)	Signature:	Date: (DD/MM/YY)	Time:
Manager				
OIC				
QUE				