



Training Solutions, Delivered!

TO THE POINT ABOUT LOCKOUT/TAGOUT

**Leader's Guide, Fact Sheet
& Quiz**

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This easy-to-use Leader's Guide is provided to assist in conducting a successful presentation.

PREPARING FOR THE MEETING

Here are a few suggestions for using this program:

- a) Review the contents of the Fact Sheet that immediately follows this page to familiarize yourself with the program topic and the training points discussed in the program. The Fact Sheet also includes a list of Program Objectives that details the information that participants should learn from watching the program.
- b) If required by your organization, make an attendance record to be signed by each participant to document the training to be conducted.
- c) Prepare the area and equipment to be used for the training. Make sure the watching environment is comfortable and free from outside distractions. Also, ensure that participants can see and hear the TV screen or computer monitor without obstructions.
- d) Make copies of the Review Quiz included at the end of this Leader's Guide to be completed by participants at the conclusion of the presentation. Be aware that the page containing the answers to the quiz comes before the quiz itself, which is on the final page.

CONDUCTING THE PRESENTATION

- a) Begin the meeting by welcoming the participants. Introduce yourself and give each person an opportunity to become acquainted if there are new people joining the training session.
- b) Introduce the program by its title and explain to participants what they are expected to learn as stated in the Program Objectives of the Fact Sheet.
- c) Play the program without interruption. Upon completion, lead discussions about your organization's specific policies regarding the subject matter. Make sure to note any unique hazards associated with the program's topic that participants may encounter while performing their job duties at your facility.
- d) Hand out copies of the review quiz to all of the participants and make sure each one completes it before concluding the training session.

4813 TO THE POINT ABOUT LOCKOUT/TAGOUT FACT SHEET

LENGTH: 13 MINUTES

PROGRAM SYNOPSIS:

Our workplace is full of hazards, hazards that can hurt us or kill us. Controlling these hazards and preventing injuries is the point of our safety and health program. One such hazard is the unexpected starting of machines or other unplanned releases of hazardous energy. Controlling hazardous energy can prevent injuries and save lives. That is the point of our facility's "Energy Control" or "Lockout/Tagout" program. And that is the point of this program.

Topics the energy control plan, situations requiring lockout/tagout, lockout/tagout devices, energy control procedures and returning equipment to service.

PROGRAM OBJECTIVES:

After watching the program, the participant will be able to explain the following:

- What the energy control plan is and how it works;
- What the roles of authorized, affected and other employees are;
- Which types of devices are used for lockout/tagout;
- How to properly isolate the energy from equipment;
- What steps to follow to safely return equipment to service.

INSTRUCTIONAL CONTENT:

THE ENERGY CONTROL PROGRAM

- Our organization has developed an "Energy Control Program" as required by the Occupational Safety and Health Administration, OSHA, in their standard 1910.147 titled "The Control of Hazardous Energy - Lockout/Tagout". For our lockout/tagout program to be effective, all employees must understand when performing a lockout/tagout is required.
- A lockout/tagout is required anytime your body is exposed to the path of a machine's actions, or if there is a danger from the sudden release of energy. Some common examples include removing machine guarding to lubricate machinery or make repairs, reaching into machines or equipment to clear jams or make adjustments and servicing any type of electrical equipment.
- Our organization's Energy Control Program establishes three different employee designations related to lockout/tagout procedures. These designations are authorized employees, affected employees and other employees. Each designation carries differing roles and responsibilities.

THREE TYPES OF DESIGNATED EMPLOYEES

- Authorized employees are the only ones permitted to perform lockout/tagout procedures. Authorized employees must be knowledgeable about the type and magnitude of the energy sources associated with the equipment being locked out.
- Authorized employees must know the proper method of isolating and controlling each energy source. For example, many machines use energy sources other than electricity, such as hydraulic or pneumatic pressure, the force of gravity and even spring tension.
- Authorized employees must be knowledgeable about all sources of energy for the equipment they intend to lockout. Again, authorized employees are the only ones permitted to perform lockout/tagout procedures.
- Affected employees, on the other hand, are those employees who operate machines or equipment that will be affected by lockout/tagout operations. To ensure the safety of all workers involved in a lockout operation, all affected employees must be notified prior to beginning any lockout/tagout operation.
- Affected employees should be told which machines or equipment will be shut down and locked out, the purpose of the procedure and an approximate time frame for the equipment being restored to service. Good communication before, during and after a lockout procedure is a key component to staying safe.
- The final designation is that of "Other Worker." Other workers are those who are not directly affected by the lockout operation.
- Because every lockout operation has the potential for serious injury or death to occur, all workers, even those not directly affected, must be able to recognize when a lockout procedure is in progress and understand that they are prohibited from removing a lock or tag and must never apply power to locked and tagged equipment.

USE OF LOCKS AND TAGS

- During the lockout/tagout process, once an energy source is isolated by opening a switch, closing a valve or by other methods, the energy isolating device must be locked in the isolating position and marked with an approved tag. The locks used for this

purpose are referred to as lockout devices and the tags used for this purpose are called tagout devices. Both lockout and tagout devices must meet certain requirements.

- First of all, lockout and tagout devices must be approved by the company or organization. Each approved device within an organization will be consistent in color, shape, or size. The print and format of tagout devices must also be standardized. This allows all lockout/tagout devices to be quickly and easily identified so there can be no mistaking its purpose when in use.
- Lockout devices must be constructed in a sturdy manner so they cannot be easily removed and must be able to withstand the environment in which they are used.
- Tagout devices help make the lockout more visible and provide important information about the operation in progress. The tagout device must indicate the identity of the employee applying it. Other information which is often required is the date the work began, the expected completion date and the department of the worker involved.
- The tagout device must also indicate that a hazardous condition will occur if energy is released. This is commonly achieved by the verbiage such as Danger: Do Not Operate.
- Tagout devices must be substantial enough to prevent inadvertent or accidental removal.
- Equally important is that the device used to attach the tag also be substantial. Attachment devices are required to be of a non-reusable type, attachable by hand and must be self-locking.
- Tags and attachment devices must be able to withstand 50 pounds of force and be able to withstand the environment in which they are used.
- Lockout and tagout devices may not be used for any other purpose. They may only be used for lockout/tagout operations.

STEPS IN THE LOCKOUT PROCEDURE

- When authorized workers perform a lockout tagout procedure, there are certain steps that must be performed if the lockout is to be safe and effective. The first step is for the authorized worker to be familiar with the written energy control procedures for the equipment.
- The organization's energy control plan contains written lockout procedures for all equipment and machines on site. The written lockout procedure will specify the proper way to isolate and control the various energy sources feeding the equipment.
- Prior to beginning the lockout process affected workers must be notified that the equipment is being removed from service and that a lockout procedure will be performed.
- The machine or equipment should then be shut down using its normal control functions.
- Be aware that some machines may require a specific shut down sequence be performed to avoid additional hazards or damage to process equipment.
- After the equipment is properly shut down, all sources of energy for the equipment must be isolated by opening disconnecting switches, closing valves or other methods as specified by the written lockout procedure. Then, each energy isolating device must be locked with an approved lockout device and tagged with an approved tagout device.
- Each worker who is participating in the repair or servicing of the equipment must place their own lock and tag onto each energy isolating device. This is known as a group lockout. A group lockout hasp is often used to accommodate multiple locks.
- After all energy sources have been isolated, locked and tagged, any stored or residual energy must also be controlled.
- The written lockout procedure may require capacitors be discharged, objects affected by gravity be secured or other hazards rendered safe. And finally, the equipment must be tested to ensure the lockout procedure was done properly and that the equipment is in fact de-energized.
- Testing or verifying the lockout is critically important. There are many cases of serious injury and death attributed to equipment that was assumed to be locked out but in fact was not. This type of mistake is easy to make because many energy sources look alike and selecting the correct one can be confusing.
- When service or repair work is being performed on electrical systems, the lockout must also be tested by using a known working voltmeter to verify that no voltage exists. Keep in mind that only a properly trained, authorized and qualified electrical worker may perform electrical testing.
- Only after the lockout has been tested and verified successful may the required repair or service be performed.

RETURNING EQUIPMENT TO SERVICE

- Remember, the point of performing a lockout is to prevent injury from the unexpected starting of the equipment. This is why each step in the lockout procedure must be followed. Similarly, when the work has been completed, there are specific steps which must be followed to safely return the equipment to service.
- The first step is to remove all tools and materials from the immediate area around the machine. Inadvertently leaving a tool inside a machine or near electrical equipment can cause serious damage when the equipment is turned back on.
- Next, replace any protective devices or machine guards which were removed as part of the service procedure and make sure the equipment's controls are in the off position.
- Inform all affected employees the equipment is going to be re-energized and ensure that no one is in the path of the machine's action or in the danger zone around the machine.
- Next, remove all locks and tags from the energy isolating devices.

- Be aware that a lock and tag may only be removed by the person who placed it. This ensures that each worker is safely clear of the equipment.
- If a worker cannot be located to remove their lock, a supervisor must be notified and the procedure for the removal of an abandoned lock must be followed.
- Do not remove another worker's lock on your own.
- Once all locks and tags are removed, the equipment may be re-energized by closing disconnect switches, opening valves or by other means as defined by the written lockout procedure.
- Once properly re-energized, the equipment may be restarted using its normal operating controls; however be sure to follow any appropriate restarting procedure so the equipment or process is not damaged.
- After the machine's operation has been restored, verify that the repair work was successful then alert any affected employees that the machine is up and running.

TO THE POINT ABOUT LOCKOUT/TAGOUT

ANSWERS TO THE REVIEW QUIZ

1. b

2. b

3. a

4. c

5. a

6. b

7. a

8. b

9. b

TO THE POINT ABOUT LOCKOUT/TAGOUT
REVIEW QUIZ

The following questions are provided to determine how well you understand the information presented in this program.

Name _____ Date _____

1. Both authorized and affected workers are allowed to perform lockout/tagout procedures.
 - a. True
 - b. False

2. Other workers aren't required to be able to recognize when a lockout procedure is in progress.
 - a. True
 - b. False

3. All lockout and tagout devices must be approved by an organization and be consistent in color, shape or size.
 - a. True
 - b. False

4. Tags and attachment devices must be able to withstand _____ pounds of force.
 - a. 10
 - b. 25
 - c. 50

5. The first step in a lockout procedure is for the authorized worker to be familiar with the written energy control procedures for the equipment.
 - a. True
 - b. False

6. During a group lockout, only the person in charge of the procedure will place his or her lock and tag onto the energy isolating device.
 - a. True
 - b. False

7. Only trained, authorized and qualified electrical workers may perform electrical testing with a voltmeter.
 - a. True
 - b. False

8. What is the first step in safely returning equipment to service after a lockout procedure has been completed?
 - a. Replacing protective devices and machine guards
 - b. Removing tools and materials from the immediate area around the machine
 - c. Informing all affected employees the equipment is going to be re-energized

9. You should only remove the lock of another worker when he or she cannot be located.
 - a. True
 - b. False