



Training Solutions, Delivered!

WHEN IS LOCKOUT/TAGOUT REQUIRED?

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

Item Number: 5155
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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.

5155 WHEN IS LOCKOUT/TAGOUT REQUIRED? FACT SHEET

LENGTH: 1:29 MINUTES

PROGRAM SYNOPSIS:

Lockout/tagout is a system of energy control procedures that must be used anytime machine guards are opened or removed, electrical doors or covers are opened or anytime a person is potentially exposed to injury from the unexpected start up or energization of equipment. To help prevent injuries during lockout/tagout operations, your organization has developed a written energy control program in accordance with OSHA's Control of Hazardous Energy Standard. This plan must provide training to ensure employees understand its purpose and function. As part of such training, this program makes the distinction between the situations that require lockout/tagout and those that do not.

PROGRAM OBJECTIVES:

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

- Which workplace situations do not require lockout/tagout;
- When lockout/tagout is required;
- Which common situations require lockout/tagout.

INSTRUCTIONAL CONTENT:

WHEN IS LOCKOUT/TAGOUT REQUIRED?

- OSHA's Lockout/Tagout regulation covers the servicing and maintenance of machines and equipment in which the unexpected energization, startup or release of stored energy, could harm employees.
- In most circumstances, workers are protected from the hazards of a machine's actions or exposure to energized electrical parts by safety devices such as machine guarding and electrical cover plates.
- During normal production, servicing and maintenance operations, when these safety devices remain in place and employees are not exposed to hazards, performing a lockout/tagout is not required.
- In addition, when work is performed on equipment solely powered by a cord and plug, and that plug is unplugged and under the exclusive control of the employee performing the work, performing a lockout/tagout is not required.
- A lockout/tagout is required anytime an employee must bypass or remove a guard or other safety device or is required to place any part of his or her body into the point of operation of a machine or into the danger zone created by a machine's movements or its operating cycle.
- Some common situations that require lockout/tagout include servicing electrical circuits, removing machine guards to repair or service equipment and clearing machine jams.

WHEN IS LOCKOUT/TAGOUT REQUIRED?

ANSWERS TO THE REVIEW QUIZ

1. a

2. b

WHEN IS LOCKOUT/TAGOUT REQUIRED?

REVIEW QUIZ

Name _____ Date _____

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

1. In most circumstances, workers are protected from the hazards of a machine's actions or exposure to energized electrical parts by safety devices such as machine guarding and electrical cover plates.
 - a. True
 - b. False

2. When is a lockout/tagout NOT required?
 - a. When an employee must bypass or remove a guard or other safety device
 - b. When an employee is performing work on equipment solely powered by a cord and plug and that plug is unplugged and under the exclusive control of the employee
 - c. When an employee must place any part of his or her body into the point of operation
 - d. When an employee must place any part of his or her body into the danger zone created by a machine's movements or its operating cycle