



Training Solutions, Delivered!

THE ENERGY CONTROL PLAN

Leader's Guide, Fact Sheet
& Quiz

Item Number: 5156
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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.

5156 THE ENERGY CONTROL PLAN FACT SHEET

LENGTH: 1:28 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. During a lockout operation, all energy sources to a machine or piece of equipment are disconnected, blocked or opened, and then locked in the disconnected position and marked with a tag to indicate that the equipment must not be re-energized. In accordance with OSHA's Control of Hazardous Energy Standard, your organization has developed a written energy control plan that includes employee training. As part of such training, this program reviews the purpose and components of the written plan.

PROGRAM OBJECTIVES:

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

- What the purpose of the written energy control plan is;
- What the components of the energy control plan are.

INSTRUCTIONAL CONTENT:

THE ENERGY CONTROL PLAN

- To help prevent injuries from the unexpected energization of machines or equipment, or the unexpected release of stored energy, your organization has developed a written energy control program in accordance with OSHA's Control of Hazardous Energy Standard.
- The energy control program consists of energy control procedures, commonly known as lockout/tagout procedures, that clearly outline specific methods to be used to isolate and control hazardous energy as well as employee training and inspections to ensure energy sources are properly isolated before service or maintenance work is performed.
- Also included in the plan are procedures for the proper placement and removal of lockout devices, specific requirements for testing the effectiveness of the energy control methods and any special lockout policies such as group lockouts, working with outside contractors, shift changes and other special situations.
- If you have any questions about a lockout operation or need access to the lockout procedure for a specific piece of equipment, be sure to consult the written energy control plan.

THE ENERGY CONTROL PLAN

ANSWERS TO THE REVIEW QUIZ

1. b

2. a

3. a

THE ENERGY CONTROL PLAN
REVIEW QUIZ

Name _____ Date _____

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

1. Employee training on lockout/tagout procedures is NOT outlined in your organization's written energy control plan.
 - a. True
 - b. False

2. Special lockout policies for group lockouts, shift changes and outside contractor work are included in the written energy control plan.
 - a. True
 - b. False

3. If you have any questions about a lockout operation, you should consult the written energy control plan.
 - a. True
 - b. False