



Training Solutions, Delivered!

# **AUTHORIZED, AFFECTED AND OTHER EMPLOYEES**

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

**Item Number: 5157**  
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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.

## **5157 AUTHORIZED, AFFECTED AND OTHER EMPLOYEES FACT SHEET**

**LENGTH: 1:18 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 provides an overview of the three employee designations related to lockout/tagout procedures.

### **PROGRAM OBJECTIVES:**

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

- What authorized employees must know and understand about controlling hazardous energy;
- Which workers are considered affected employees and how they are involved in the lockout process;
- Which employees are designated as "other workers."

### **INSTRUCTIONAL CONTENT:**

#### **AUTHORIZED, AFFECTED AND OTHER EMPLOYEES**

- Your organization's energy control program designates three types of employees according to their roles and responsibilities in lockout/tagout operations.
- Authorized employees are the only ones permitted to perform lockout/tagout procedures. They must know the type and magnitude of the energy sources involved and understand the methods and means for isolating and controlling that energy.
- Affected employees are those employees who operate machines or equipment that will be affected by lockout/tagout operations.
- All affected employees must be notified prior to beginning any lockout/tagout operation and told how long the equipment will be out of service. After the service is completed, affected employees must be informed that the work is complete and notified that the equipment will be re-energized and returned to service.
- The final designation is that of "other worker." Other workers are those who are not directly affected by the lockout operation, but work in the general area. They must be able to recognize when a lockout is in progress and understand that they are prohibited from removing locks or tags or attempting to energize locked out equipment.

**AUTHORIZED, AFFECTED AND OTHER EMPLOYEES**

**ANSWERS TO THE REVIEW QUIZ**

1. a

2. b

3. a

**AUTHORIZED, AFFECTED AND OTHER EMPLOYEES**  
**REVIEW QUIZ**

Name \_\_\_\_\_ Date \_\_\_\_\_

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

1. \_\_\_\_\_ workers are the only ones permitted to perform lockout/tagout procedures.
  - a. Authorized
  - b. Affected
  - c. Other
  
2. "Other workers" are those employees who operate machines or equipment that will be affected by lockout/tagout operations.
  - a. True
  - b. False
  
3. All affected employees must be notified prior to the beginning of any lockout/tagout operation and told how long the equipment will be out of service.
  - a. True
  - b. False