



Training Solutions, Delivered!

LOCKOUT/TAGOUT DEVICES

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

Item Number: 5158
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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.

5158 LOCKOUT/TAGOUT DEVICES FACT SHEET

LENGTH: 1:04 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 discusses the requirements for the locks and tags used in your organization's energy control plan.

PROGRAM OBJECTIVES:

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

- What the requirements of locks used in the lockout/tagout process are;
- What the requirements of tags used in the lockout process are and what information they must contain.

INSTRUCTIONAL CONTENT:

LOCKOUT/TAGOUT DEVICES

- Locks and tags used in the lockout/tagout process must be approved by your organization and must not be used for any other purpose. They must be consistent in color, shape or size and the print and format of tagout devices must be standardized.
- 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 must also be able to withstand the environment in which they are used, and their attaching devices must be able to withstand 50 pounds of force.
- The tag must identify the employee applying it and usually includes information such as the date the work began, the expected completion date and the department of the worker involved.
- It must also warn employees about the hazards should the machine be energized and offer clear instruction, such as "Do Not Energize" or "Do Not Operate."

LOCKOUT/TAGOUT DEVICES

ANSWERS TO THE REVIEW QUIZ

1. b

2. c

3. a

LOCKOUT/TAGOUT DEVICES
REVIEW QUIZ

Name _____ Date _____

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

1. Locks and tags used in lockout/tagout operations may be used for any purpose within your organization as long as they are consistent in color, shape or size.
 - a. True
 - b. False

2. Attaching devices used to affix tagout devices must be able to withstand _____ of force.
 - a. 10 pounds
 - b. 25 pounds
 - c. 50 pounds

3. The tag used in a lockout/tagout procedure must identify the employee applying it.
 - a. True
 - b. False