



Training Solutions, Delivered!

RETURNING EQUIPMENT TO SERVICE AFTER A LOCKOUT/TAGOUT

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

Item Number: 5160

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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.

FACT SHEET

LENGTH: 1:11 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 explains the specific sequence of steps that authorized workers must follow when returning equipment to service after a lockout/tagout procedure has been completed.

PROGRAM OBJECTIVES:

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

- What the sequence of steps is in returning equipment to service after a lockout procedure has been completed;
- When affected employees may be notified that a machine is back up and running.

INSTRUCTIONAL CONTENT:

RETURNING EQUIPMENT TO SERVICE AFTER A LOCKOUT/TAGOUT

- When a lockout/tagout procedure has been completed, an authorized worker follows a specific sequence of steps to return the equipment to service.
- First, all tools and materials from the immediate area around the machine are removed.
- Then, any protective devices or machine guards that were removed as part of the service procedure are replaced and the equipment's normal controls are verified to be in the "off" position.
- Next, all "affected employees" are informed the equipment is going to be re-energized and the danger zone around the machine is cleared of personnel.
- All locks and tags are then removed from the energy isolating devices and the equipment is re-energized according to the written lockout procedure.
- The equipment is then restarted using its normal operating controls, making sure that any appropriate restarting procedures are followed.
- After the equipment has been restored to operation and the work performed is confirmed to be successful, all affected employees are notified that the machine is up and running.

ANSWERS TO THE REVIEW QUIZ

1. b

2. c

3. a

REVIEW QUIZ

Name _____ Date _____

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

1. When a lockout/tagout procedure has been completed, _____ follows a specific sequence of steps to return the equipment to service.
 - a. An affected worker
 - b. An authorized worker
 - c. A supervisor

2. The first step in returning equipment to service after a lockout/tagout is to _____.
 - a. Inform all affected employees the equipment is going to be re-energized
 - b. Replace any protective devices or machine guards that have been removed
 - c. Remove all tools and materials from the immediate area around the machine

3. After equipment has been restored to operation and the work performed during a lockout is confirmed to be successful, all affected employees are notified that the machine is up and running.
 - a. True
 - b. False