



Training Solutions, Delivered!

GROUP LOCKOUT AND OTHER SPECIAL SITUATIONS

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

Item Number: 5161
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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.

5161 GROUP LOCKOUT AND OTHER SPECIAL SITUATIONS 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. 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 reviews the three lockout situations that require special consideration: group lockout, shift change and outside contractors.

PROGRAM OBJECTIVES:

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

- How a group lockout is coordinated;
- When arriving workers must place their locks during shift change;
- Why communication is critical when outside contract workers participate in lockout operations.

INSTRUCTIONAL CONTENT:

GROUP LOCKOUT AND OTHER SPECIAL SITUATIONS

- Three lockout/tagout situations that require special consideration are group lockout, shift change and outside contractors.
- During a group lockout, a designated authorized person will have primary responsibility for the operation. Each employee under his or her authority must place their own lock and tag onto a multiple lock hasp, group lock box or similar device.
- In addition to placing their own lock, each person working on the equipment, or their representative, should witness the testing of the lockout.
- Each worker involved in the work is responsible for removing their own lock and tag when they finish working on the equipment.
- During a shift change, specific procedures listed in the written energy control plan must be followed to maintain the continuity of the lockout. This includes making sure that arriving workers attach their locks before the departing workers remove theirs.
- A third special situation is when working with outside contractors. Contract workers must be trained in lockout/tagout operations by their employer, making them "authorized employees."
- Onsite employers and outside employers must inform each other of their respective lockout/tagout procedures. Good communication is critical to ensure that all aspects of each organization's energy control procedures are followed.

GROUP LOCKOUT AND OTHER SPECIAL SITUATIONS

ANSWERS TO THE REVIEW QUIZ

1. a

2. a

3. a

GROUP LOCKOUT AND OTHER SPECIAL SITUATIONS
REVIEW QUIZ

Name _____ Date _____

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

1. Each employee involved in a group lockout must place his or her own lock and tag onto a multiple lock hasp, group lock box or similar device.
 - a. True
 - b. False

2. During a shift change, arriving workers should attach their locks _____ the departing workers remove theirs.
 - a. Before
 - b. After

3. Good communication is critical to ensure that all aspects of each organization's energy control procedures are followed.
 - a. True
 - b. False