

LOCKOUT/TAGOUT PROGRAM PRESENTATION - INSTRUCTOR NOTES

The following provides a useful preparation outline for use by trainers presenting the Lockout/Tagout presentation to employees.

Training Objectives

- Review the Lockout/Tagout program and train employees in proper facility procedures
- Train employees to avoid accidents resulting from accidental start-up of equipment

Before Training

- Read the OSHA standard and the model Lockout/Tagout Program
- Understand that this program is written to require Lockout-**NOT TAGOUT** (except when a lock can not be used). The OSHA standard allows Tagout, but the performance criteria is stringent and the potential for mistakes very high. The safest procedure and the procedure that is easiest to administer is lockout.
- Bring a facility lockout lock and tag and other commonly used hardware (such as valve and breaker locks, chains, etc.) along to training
- Bring a copy of an energy control procedure so that the student can become familiar with the facility format

Introduction for Training

- Begin by stressing the overall importance of safety in your facility.
- Give examples of where Lockout is used in the facility
- Introduce the topic of Lockout by providing a general explanation of the terms:
 - Lockout and Tagout program (procedures used to prevent the accidental flow of energy during maintenance and service of equipment)
 - Lockout (application of a lock to energy control devices to prevent operation)
 - Tagout (application of a tag only to an energy control device to warn personnel to not operate it).
- As a ground breaker, you can ask employees what experience they have had with Lockout/tagout in past jobs.

General Guidelines

- Stress the importance of the bullet points on these slides.
- Stress the importance of the individual employee being committed to his/her own safety.

- Be sure to be open to questions or comments.

Energy Control Procedures

- Show the student a facility Energy Control Procedure and explain how to use it.
- Advise the student where s/he can find Energy Control Procedures.

Energy Sources

- Review common energy sources that the student will be working with.
- Stress the hazard of stored energy and highlight stored energy sources that the student will encounter.

Energy Control Equipment

- Show the student the locks and tags used within the facility.
- Explain the importance of completing the tag and show the student how.
- This is a good time to provide the student with her/his locks and tags although not necessary.
- Explain the characteristics of the style lock and tag used in your facility. Explain any color code or other system that is in use to identify locks.
- Show the student other equipment such as valve locks, breaker or switch locks, cables, etc. and advise where this equipment is kept.

Multiple Employee Lockout

- Explain the system used in your facility to accommodate multiple workers working on a project.
- Show the student the hardware used to secure multiple locks.

Conclusion

- Review the importance of safety in your facility
- Discuss the points listed on the slide

Student Exercise

At the conclusion of the training the following activities will demonstrate the employees' understanding of the topic:

1. Ask the student to explain:
 - When Lockout/tagout is required
 - What are common energy sources
 - What is stored energy and why is it dangerous
 - How to identify the locks
 - Other important points
2. Ask the student to demonstrate understanding by locking/tagging out a piece of equipment. Caution: be sure that a qualified person stays with the student to be sure that all safety requirements are met.