

Lockout Tagout- Assessment

Name: _____ Date: _____

1) Fill in the blanks

The Company must have a lockout/tagout program to prevent _____ to employees.

2) What is the difference between lockout and tagout?

Lockout is -

Tagout is-

3) True or False

Each person shall be issued a lock, and each lock shall have either a key or combination which is unique to that device.

4) True or False

Lockout and tagout devices shall be capable of withstanding the environment to which they are exposed for the minimum period of time that exposure is expected.

5) True or False

The Company shall provide training to ensure that the purpose and function of the energy control program are **understood** by employees and that the knowledge and skills required for the safe application, usage, and removal of the energy controls are acquired by employees.

6) Circle the correct words

Tags are essentially warning devices affixed to energy isolating devices, and do not do provide the physical restraint on those devices that is provided by a lock.

When a tag is attached to an energy isolating means, it is not to be removed without authorization of the authorized person responsible for it, and it is never to it may be bypassed, ignored, or otherwise defeated.

Tags and their means of attachment may must be made of materials which will withstand the environmental conditions encountered in the workplace.

Tags evoke a true false sense of security and their meaning needs to be understood as part of the overall energy control program.

Tags must be securely loosely attached to energy isolating devices so they cannot be inadvertently or accidentally detached during use

7) Circle the correct words

Affected employees shall be notified by the Company or authorized employee of the application and removal of lockout devices or tagout devices. Notification shall be given before after the controls are applied, and before after they are removed from the machine or equipment.

8) Fill in the Blanks

When the authorized employee who applied the lockout or tagout device is not available to remove it, that device may be removed under the direction of the _____.
_____ shall oversee and direct the removal.

9) Circle the correct words

Sequence of Lockout

- (a) Notify all affected employees as many people as possible that servicing or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.
- (b) The authorized employee shall refer to the company procedure to identify the type and magnitude of the energy that the machine or equipment utilizes, shall understand the hazards of the energy, and shall know the methods to shut down the equipment control the energy.
- (c) If the machine or equipment is operating, shut it down keep it running by the normal stopping procedure (depress stop button, open switch, close valve, etc.).
- (d) Deactivate the energy isolating device(s) so that the machine or equipment is isolated from connected to the energy source(s).
- (e) Lock out the energy isolating device(s) with assigned individual lock(s) tag(s)
- (f) Stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.
- (g) Ensure that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or other normal operating control(s) or by testing to make certain the equipment will not can operate.

10) Circle the correct words

Restoring Equipment To Service

When the servicing or maintenance is completed and the machine or equipment is ready to return to normal operating condition, the following steps shall be taken:

- (a) Check the machine or equipment and the immediate area around the machine or equipment to ensure that non-essential items have been removed are still attached and that the machine or equipment components are operationally intact.
- (b) Check the work area to ensure that tools all employees have been safely positioned or removed from the area.
- (c) Verify that the controls are turned off in neutral.
- (d) Remove Re-install the lockout devices and reenergize the machine or equipment.
Note: The removal of some forms of blocking may require reenergization of the machine before safe removal.
- (e) Notify affected all employees that the servicing or maintenance is completed and the machine or equipment is ready for use.

Key- Lockout Tagout

1) Fill in the blanks

The Company must have a lockout/tagout program to prevent injury to employees.

2) What is the difference between lockout and tagout?

Lockout is - The placement of a lockout device such as an actual **key-lock** on an energy isolating device, in accordance with an established procedure, ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

Tagout is- The placement of a tagout device, such as a paper tag on an energy isolating device, in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

A **Lockout** device is more secure and better than a **Tagout** device

4) **True** or False

Each person shall be issued a lock, and each lock shall have either a key or combination which is unique to that device.

4) True or **False**

Lockout and tagout devices shall be capable of withstanding the environment to which they are exposed for the minimum period of time that exposure is expected.

maximum

11) **True** or False

The Company shall provide training to ensure that the purpose and function of the energy control program are **understood** by employees and that the knowledge and skills required for the safe application, usage, and removal of the energy controls are acquired by employees.

12) Circle the correct words

Tags are essentially warning devices affixed to energy isolating devices, and **do not** do provide the physical restraint on those devices that is provided by a lock.

When a tag is attached to an energy isolating means, it is not to be removed without authorization of the authorized person responsible for it, and it **is never to** it may be bypassed, ignored, or otherwise defeated.

Tags and their means of attachment may **must** be made of materials which will withstand the environmental conditions encountered in the workplace.

Tags evoke a true **false** sense of security and their meaning needs to be understood as part of the overall energy control program.

Tags must be **securely** loosely attached to energy isolating devices so they cannot be inadvertently or accidentally detached during use

13) Circle the correct words

Affected employees shall be notified by the Company or authorized employee of the application and removal of lockout devices or tagout devices. Notification shall be given **before** after the controls are applied, and before **after** they are removed from the machine or equipment.

14) Fill in the Blanks

When the authorized employee who applied the lockout or tagout device is not available to remove it, that device may be removed under the direction of the **Company**. **The Safety and Health Manager** shall oversee and direct the removal.

15) Circle the correct words

Sequence of Lockout

(a) Notify **all affected employees** as many people as possible that servicing or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.

- (b) The authorized employee shall refer to the company procedure to identify the type and magnitude of the energy that the machine or equipment utilizes, shall understand the hazards of the energy, and shall know the methods to shut down the equipment **control the energy**.
- (c) If the machine or equipment is operating, **shut it down** keep it running by the normal stopping procedure (depress stop button, open switch, close valve, etc.).
- (d) Deactivate the energy isolating device(s) so that the machine or equipment is **isolated from** connected to the energy source(s).
- (e) Lock out the energy isolating device(s) with assigned individual **lock(s)** tag(s)
- (f) **Stored** or **residual** energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.
- (g) Ensure that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or other normal operating control(s) or by testing to make certain the equipment **will not** can operate.

16) Circle the correct words

Restoring Equipment To Service

When the servicing or maintenance is completed and the machine or equipment is ready to return to normal operating condition, the following steps shall be taken:

- (a) Check the machine or equipment and the immediate area around the machine or equipment to ensure that non-essential items **have been removed** are still attached and that the machine or equipment components are operationally intact.
- (b) Check the work area to ensure that tools **all employees** have been safely positioned or removed from the area.
- (c) Verify that the controls are turned off **in neutral**.
- (d) **Remove** Re-install the lockout devices and reenergize the machine or equipment.
Note: The removal of some forms of blocking may require reenergization of the machine before safe removal.
- (e) Notify **affected** all employees that the servicing or maintenance is completed and the machine or equipment is ready for use.