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| L&I Logo | PowerPoint Training Program – Lockout/TagoutFor employees exposed to hazardous energy at work **Instructor’s Guide** | Video projector |

### **Purpose of This Training Module**

You may use this slide presentation to comply with the training requirements of the DOSH Lockout/Tagout (hazardous energy) regulations (WAC 296-803). You can read the training requirements in the rule at the end of this guide.

The topics covered in this module are those required in the rule. However, you may use different materials that cover these topics if you believe that they will be more effective.

### **Getting Ready**

1. Resources and materials you will need:

* A quiet room with basic accommodations for comfort of participants
* Computer and projector for PowerPoint presentation
* Copies of the handouts (optional)
* Certificates to hand out to the class as proof of attendance (optional)
* A training roster to pass around for your records (recommended)

2. Review the presentation materials.

Take the time to look through each of the slides and read the instructor's notes that come with each slide. If you have any questions after looking through these materials, you can contact your local L&I office (see page 3) for assistance before you give your first presentation.

1. **Customizing the presentation.**

* The information contained in this module applies to all workplaces. However, you are also required to include information about specific conditions that exist at your workplace. Several slides indicate where workplace-specific information should be included. Just using the training module without the workplace-specific information will not satisfy all training requirements.
* If you have PowerPoint on your computer, additional information is easily added to the PowerPoint version after downloading. The PowerPoint version can be modified, but modification that changes the essential meaning or deletes information may not meet the training requirements.
* If you use the PDF paper version, the slides cannot be changed, but you can provide the workplace specific information orally or as paper handouts.

1. **Prepare the materials and schedule the class**

* If you have a computer video projection system, all you need to do is check to make sure the presentation works and make copies of the handouts.
* Schedule the class for a date and time convenient to most people. If you want many employees and supervisors to participate, try not to make groups larger then 15 attendees.

##### Presenting the Training

**Give the presentation**

You can use your own words rather than just reading from the script.

#### Ask for participation

It also helps to involve the audience as much as possible by asking them questions and getting them to talk about their own jobs, their exposure to bloodborne pathogens, use of personal protective equipment and any suggestions they may have on how to reduce their exposure to bloodborne pathogens.

#### Questions and answers

Answer any questions the best that you can. Even if you don't have the technical knowledge to answer a lot of questions on lockout/tagout, you can still answer the important questions about the way that your company is addressing employee exposure to hazardous energy. If any questions on lockout/tagout or hazardous energy are asked that you need help answering, you can contact your local L&I office listed on the following page.

#### Follow-up

Within a week or two of giving the training, you might want to take a few minutes to talk to some of the employees and supervisors to make sure they understood what was presented and how it applies to them.

## Getting help

If you have questions while preparing to give this presentation, or if questions come up during the presentation that you need help in answering, contact your local L&I office listed below for assistance:

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| --- | --- | --- | --- |
| City | Phone Number | City | Phone Number |
| Bellingham | 360-647-7300 | Tacoma | 253-596-3800 |
| Everett | 425-290-1300 | Tukwila | 206-835-1000 |
| Kennewick | 509-735-0100 | Tumwater | 360-902-5799 |
| Mount Vernon | 360-416-3000 | Vancouver | 360-896-2300 |
| Seattle | 206-515-2800 | East Wenatchee | 509-886-6500 |
| Spokane | 509-324-2600 | Yakima | 509-454-3700 |

Training Requirements in the Lockout/Tagout Rule

WAC 296-803-60005

Provide and document employee training on the energy control program.

(1) You must train employees to make sure that they:

(a) Understand the purpose and function of the energy control program; and

(b) Have the knowledge and skills necessary to carry out their program responsibilities.

(2) You must train each authorized employee in:

(a) The type and magnitude of energy available in the workplace.

(b) Recognizing hazardous energy sources that apply.

(c) Methods and means to isolate and control energy.

(3) You must instruct each affected employee in the purpose and use of the energy control procedures.

(4) You must instruct all employees who work or may work where energy control procedures might be used about the:

(a) Procedures being used; and

(b) Prohibition against attempting to restart or reenergize a machine or equipment that is locked out or tagged out.

(5) You must document that employee training has been done and kept up to date.

Include the employee's name and the training date.

WAC 296-803-60010

Provide additional training if you use tagout devices.

You must make sure employees are trained in the following:

(1) Tags are warning devices and do not provide the same level of physical restraint as a lock.

(2) When attached to energy-isolating devices, tags are not to be:

(a) Removed without the approval of the authorized person responsible for it; or

(b) Bypassed, ignored, or otherwise defeated.

(3) Tags need to be legible and understandable to be effective.

(4) Tags may evoke a false sense of security.

(5) The meaning of tags needs to be understood as part of the overall energy control program.

(6) Tags and their means of attachment must be:

(a) Securely attached to energy-isolating devices so they cannot be inadvertently or accidentally detached; and

(b) Made of materials that will withstand the environmental conditions they will be exposed to.