

APPENDIX B

DEPARTMENT NAME

TRAINING OUTLINE FOR AFFECTED EMPLOYEES

Purpose:

To provide information needed to understand the Lockout Program and how it impacts the employees' job function.

What is the OSHA Lockout Program?

The Lockout Program establishes the requirements for the lockout of energy isolation devices. It can be used to ensure that the machine is isolated from all potentially hazardous energy that could lead to the unexpected energization or start-up of the machine, and locked out before any Authorized Employee(s) perform maintenance activities.

Who does the lockout?

Only Authorized Employees are allowed to do a lockout on a machine or equipment system. As an Affected Employee, you are not allowed to perform a lockout on machinery or equipment systems.

Supervisor's responsibilities:

Your supervisor will notify you and all other Affected Employees before a lockout is implemented.

Employees' responsibilities during actual lockout:

Before and during the actual lockout your supervisor may assign you to other job tasks within the plant away from the machine or equipment system that is being locked out. AT NO TIME ARE YOU ALLOWED TO ATTEMPT TO OPERATE THE MACHINE OR EQUIPMENT SYSTEM!

When can the employee(s) go back to work and use the machine or equipment system?

The Authorized Employee performing the lockout will notify your supervisor that the machine or equipment system is ready to resume operation. Your supervisor will notify you and any other Affected Employees that the machine or equipment system may be used.

I, _____, have received training on the Affected Employee portion of the Lockout Program.

Date of Training: _____

Signature of trainer: _____

Date: _____