



TRAINING OUTLINE

COURSE TITLE: _____ **DATE:** _____ **INSTRUCTOR:** _____

LOCATION: _____ **TIME:** _____ **COMPANY:** _____

Safety training was conducted on the above date by the instructor indicated. The following line items identify the topics covered during the training session.

SUMMARY OF TRAINING

1) Introduction

- a) Welcome
- b) Standards
- c) Why Training

2) Definitions

- a) Lockout
- b) Tagout
- c) Energy Types
 - i. Electrical
 - ii. Mechanical
 - iii. Hydraulic
 - iv. Pneumatic
 - v. Chemical
 - vi. Thermal
- d) Types of Employees
 - i. Authorized Employees
 - ii. Affected Employees
 - iii. Other Employees

3) Equipment

- a) Effective Devices
 - i. Durable
 - ii. Substantial
 - iii. Identifiable
 - iv. Standardized
 - v. Standard Practices
 - vi. Energy Isolating Devices
- b) Lockout Devices
 - i. Circuit Breaker
 - ii. Valve
 - iii. Plug



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- iv. Pneumatic Hose
- v. Wall Switch
- vi. Group Lock Boxes
- vii. Hasp Lockouts
- viii. Inspections

4) Safe Operations

- a) Energy Control Program
 - i. Requirements
 - ii. Procedures
 - iii. Documentation
 - iv. Inspection
 - v. Retraining
- b) Procedures
 - i. Notify Employees
 - ii. Shutdown
 - iii. Isolation
 - iv. Device Application
 - v. Verification of Isolation
 - vi. Multiple Employees
 - vii. Shift Changes
 - viii. Machine Restart
- c) Alternative Methods
 - i. Risk Assessment
 - ii. Hierarchy of Controls
 - iii. Elimination
 - iv. Substitution
 - v. Engineering Controls
 - vi. Administrative Controls
 - vii. PPE

5) Conclusion