

Design Document

Lockout / Tagout

Business Purpose	D & G Excavating is a Minnesota-based excavating company with 30 employees. Kris Gruhot is the owner and she would like to have the option of offering CBT in addition to ILT. She is in need of a safety training about lockout/tagout procedures that is thorough and detailed for new hires. She wants the training to include a graded assessment to ensure that employees fully understand the procedures before going out on a worksite.
Target Audience	New hires at D & G.
Training Time	45 minutes
Training Recommendations	E-learning module with knowledge checks
Deliverables	1 e-learning course with voiceover 1 design doc 1 storyboard.
Learning Objectives	After taking the training, learners will be able to: • Identify the purpose for LOTO • List steps that precede LOTO procedures • Identify if a piece of equipment has been properly locked out/tagged out • List steps to removing LOTO devices.
Training Outline	Introduction • Purpose of LOTO • Who needs to take LOTO training • Definition of machinery and equipment • Objectives LOTO Procedures: • notification • shutdown • Isolation • Blocking sources of energy and dissipating stored energy • securing LOTO Application Procedures: • Placement • Testing effectiveness • Removal • Transfer • Responsibility

Evaluation Plan	7 question KC after LOTO Procedures