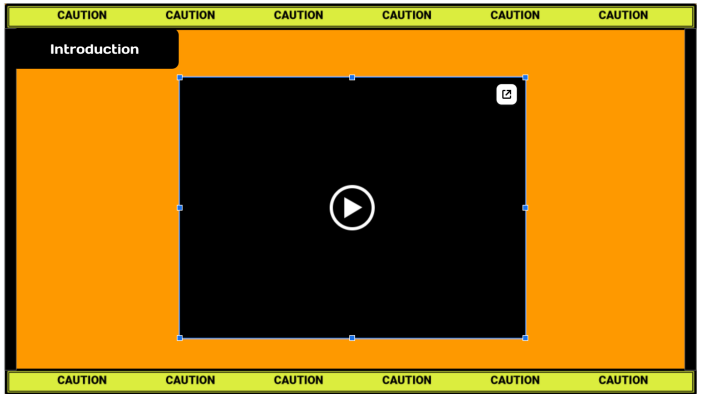
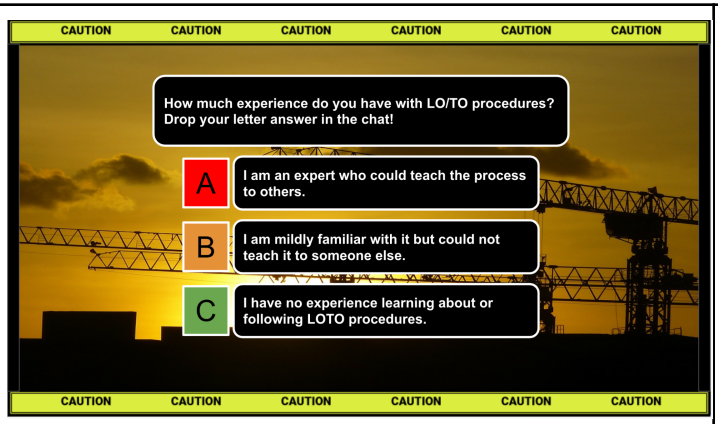
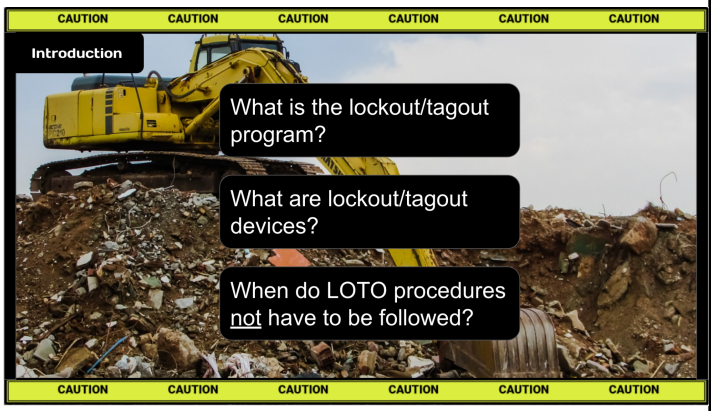
Producer:	• On Slide 30, participants will be put in a breakout room to come up with a list of final questions and clarifications. This training will have approximately 24 participants, so break them up into groups of 3-4, depending on the final number. Give three minutes for participants to talk and get a list of questions together before they come back to the group.

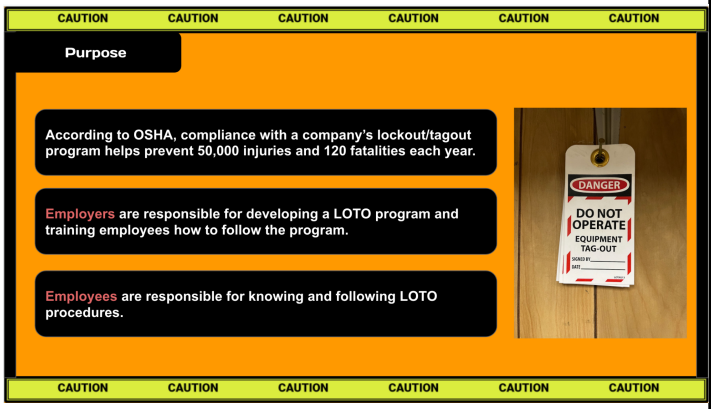
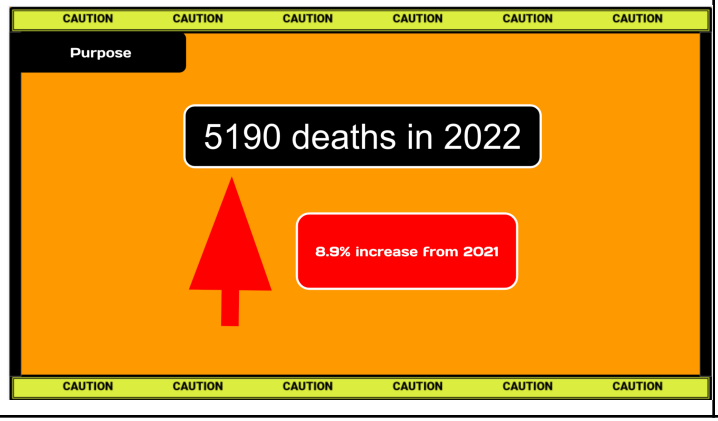
Facilitator:	• This guide was developed for the purposes of delivering this course via Zoom, but it can also be used for classroom training with the following considerations: o Breakout room activities will need to be adapted to fit the classroom environment. o Questions will be made directly to learners, rather than by using Zoom response tools
	• Open the Google Slides file associated with this guide; be sure to preview the presentation so it is clear when you need to wait for learner feedback and participation.
	• You will need to decide how to best go through the knowledge check questions at the end of the program. You can have students raise their hand in the session or you can call on learners individually. The quiz questions are in the participant guide, so you could also use a breakout room and have participants discuss each question and answer with their groups, then come back to the large group for review. Make sure that all learners are engaged in answering questions.

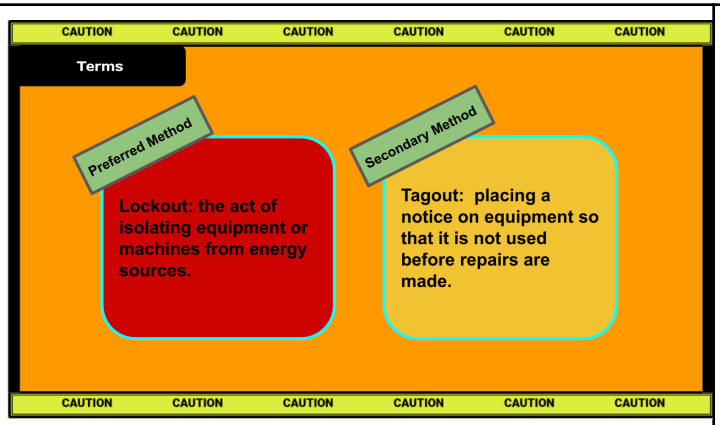
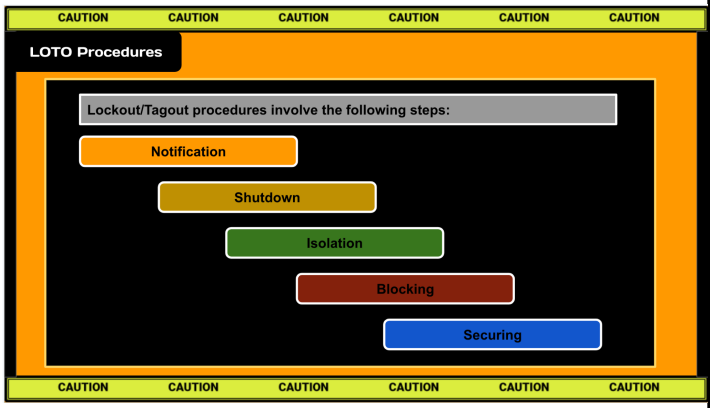
Session 1		
Slides	**Approximate Timing**	**Summary**
1-7	15 min	Introduction & Purpose
8-19	20 minutes	Overview of lockout/tagout procedures
20-30	15 minutes	Removal and review
Total:	50 minutes	

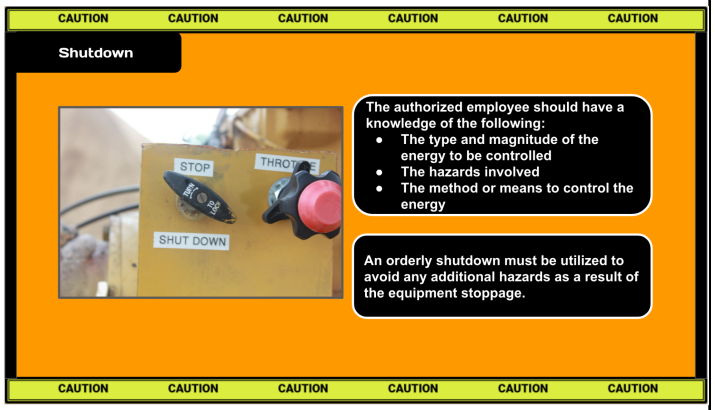
Slide#) Duration	Slide	Facilitator Notes	Producer Notes
1) Cover - 5 minutes		**DO**: – Welcome learners – Hand out participant guides – Introduce yourself – Ask learners to introduce themselves	**DO:** – Check for facilitator readiness **SAY**: – Greet early learners as needed, letting them know the session will begin shortly – Please remind everyone that they should remain muted unless called upon – Learners should raise hand icon if they have questions

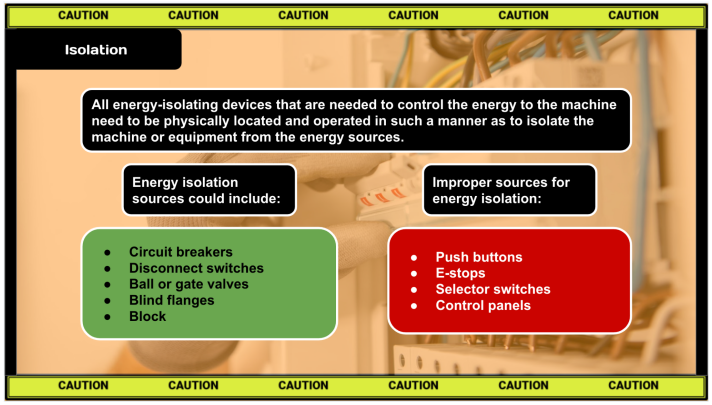
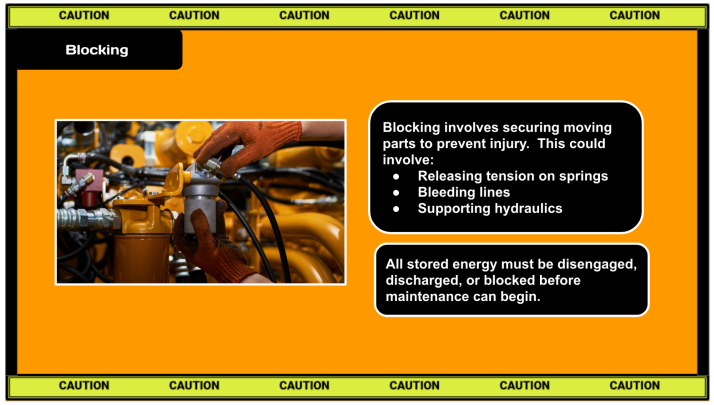
2)Introduction to D & G Excavating (2 minutes)		**SAY:** Before we begin, we are going to watch a short video from Kris Gruhot, majority owner of D & G Excavating. **SAY**: Do you have any questions about the company itself before we get started?	DO: Play video.
3) Objectives - 1 minute		**DO**: - Review the learning objectives	

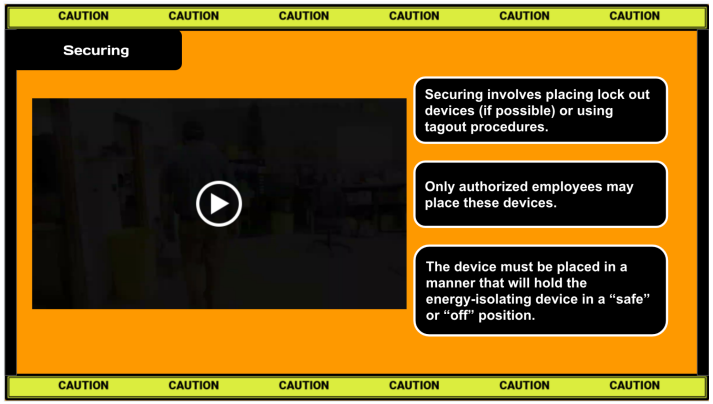
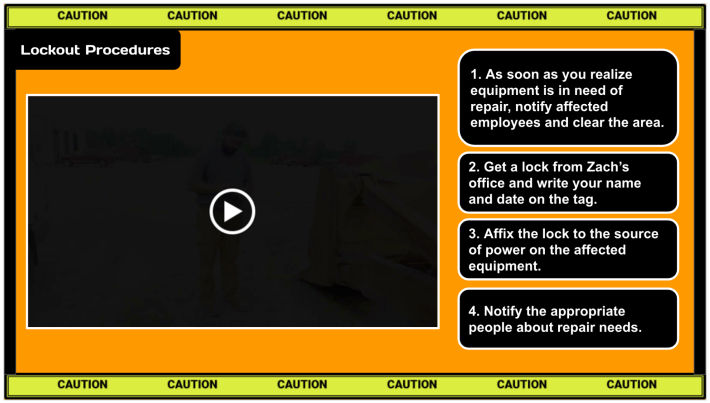
4) Poll - 1 minute		**DO**: Read through options and have participants answer in the chat. Give 1 minute wait time. Give overview of the results when they are all in.	DO: Keep a tally of answers as they come in. Give the final tally to the facilitator.
5) Introduction - 2 minutes		**EXPLAIN**: The LOTO program is required by OSHA. It is designed to inform and educate employees how to properly lockout and tagout while servicing and maintaining equipment on the job. This training is required whenever there is a change in job assignments, equipment, machines, or processes that present a new hazard. All motorized and non-motorized equipment are included under lockout and tagout procedures. Cord- and plug-connected equipment is not included under LOTO specification ONLY if the equipment is under the exclusive control of the employee performing the maintenance.	DO: Watch the chat for any questions that are coming up during training or for any participants raising virtual hand.

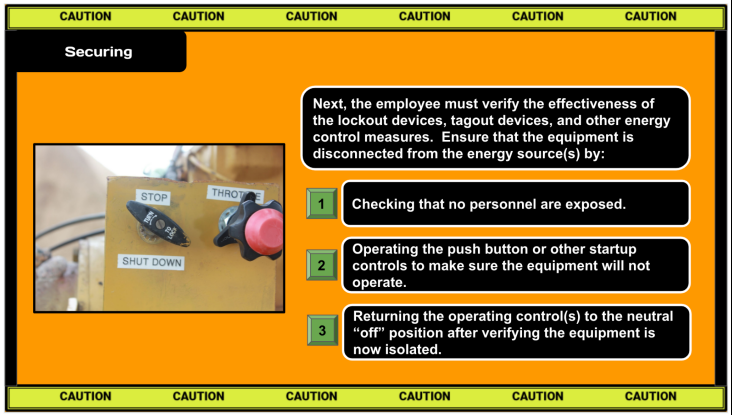
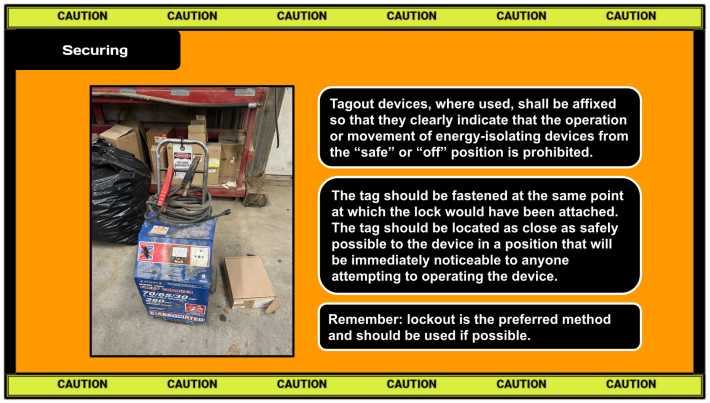
6) Purpose of training - 1 min		**Explain:** The LOTO program is designed to reduce fatalities from people operating equipment in need of repair. **Do**: Draw attention to the number of injuries and fatalities each year.	
7) Purpose, cont'd - 30 seconds		**Explain:** According to the Bureau of Labor & Statistics, there were 5190 work-related deaths in 2022, which was an 8.9% increase from 2021. Some of those deaths were related to LOTO procedures, and this is why this training is relevant to workers here at D & G Excavating.	

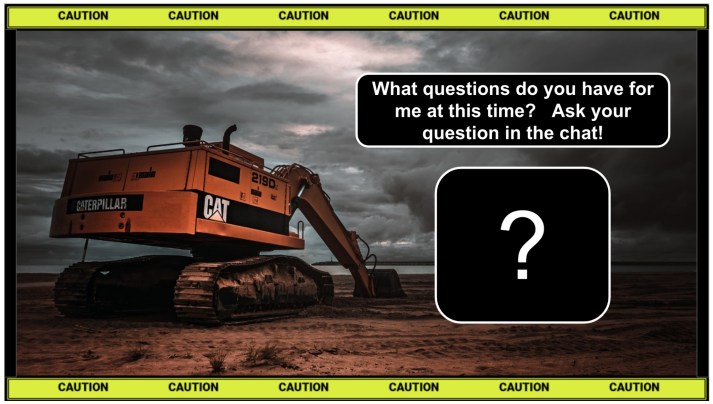
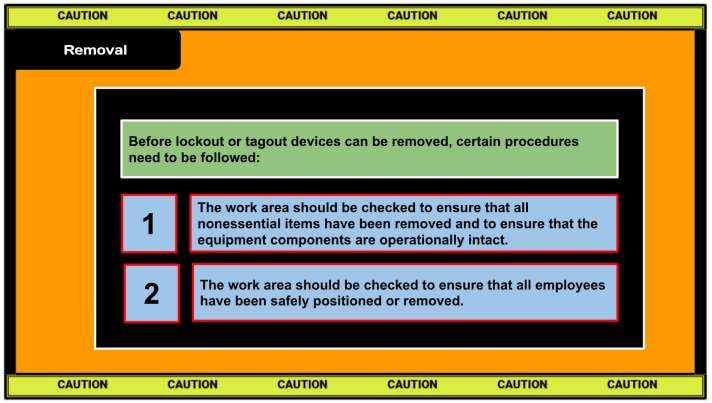
8) Terms - 1 minute		**Explain**: Locking out equipment is preferred if it is possible. Locking out equipment involves physically preventing anyone from using the equipment using a keyed lock. If the equipment cannot be locked out, then tagging out is the secondary method, which involves placing a tag on the equipment to draw attention to workers that the equipment is in need of repair.	
9) Overview - 1 minute		**SAY**: The 5 steps to LOTO and that they must be done in the proper order. **DO**: To utilize the expertise of some of the learners, ask the participants if anyone can name the steps in order, then you can click them on the screen as they come up.	

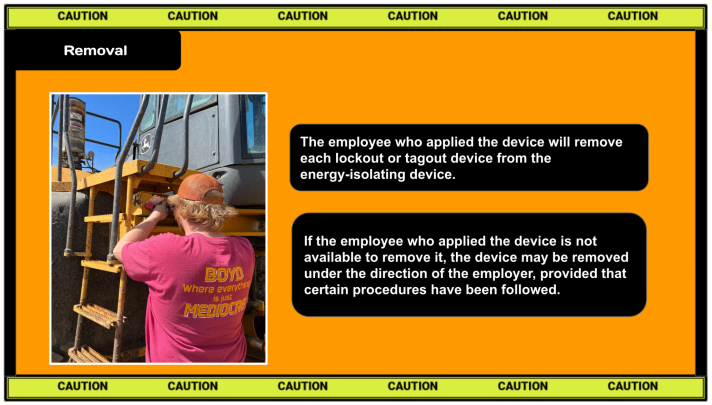
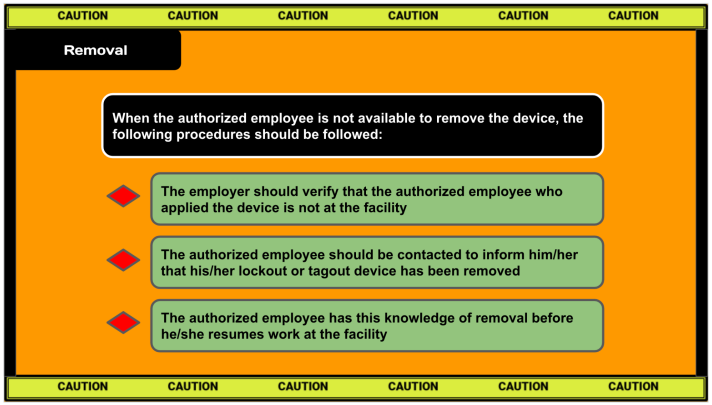
10) Notification step - 1 minute		**Explain:** As soon as equipment is deemed in need of repair, all affected employees need to be notified via phone or in person. Employees in the immediate vicinity of the affected equipment will be asked to leave the area until proper procedures have been followed. **Ask**: Why would it be important for employees to leave the area until LOTO procedures have been put in place?	
11) Shutdown step - 1 minute		**Explain:** Operators need to be aware of what type of energy needs to be controlled before LOTO procedures commence. It is extremely important that shutdown is orderly to mitigate the potential of additional hazards as a result of equipment stoppage.	

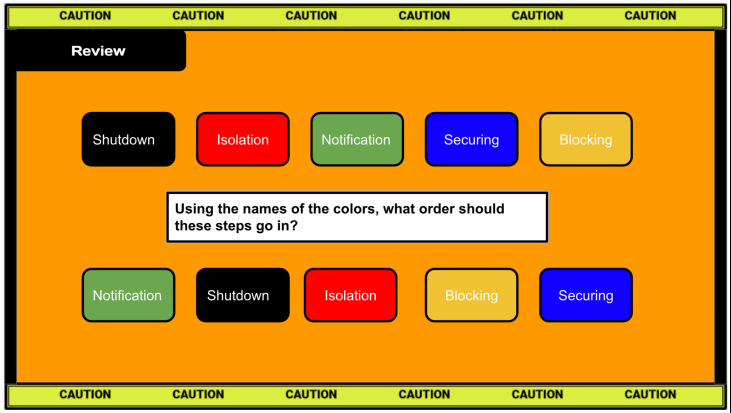
12) Isolation step - 2 minutes		Explain: Energy isolation sources include the sources in the green box. Energy isolation sources do NOT include the methods in the red box: push buttons, e-stops, selector switches, or control panels. **Ask**: Why would the methods in red not be a good way of controlling energy?	
13) Blocking step - 1 minute		**Explain**: Blocking involves securing moving parts to prevent injury. Blocking could involve releasing spring tension, bleeding lines, or supporting hydraulics so they don't fall or move during repair. It is important to make sure that all stored energy has been discharged before maintenance begins.	

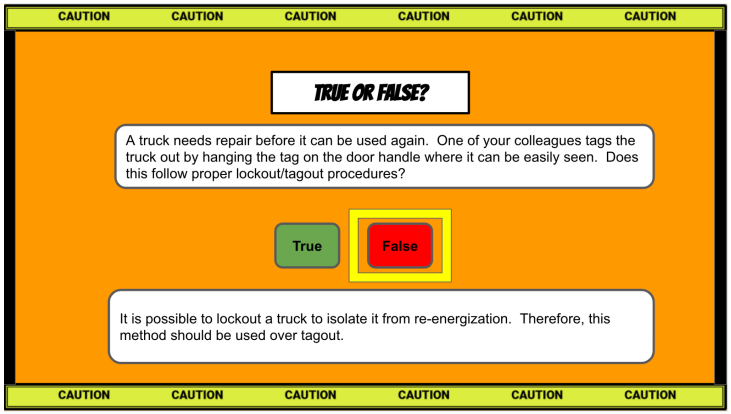
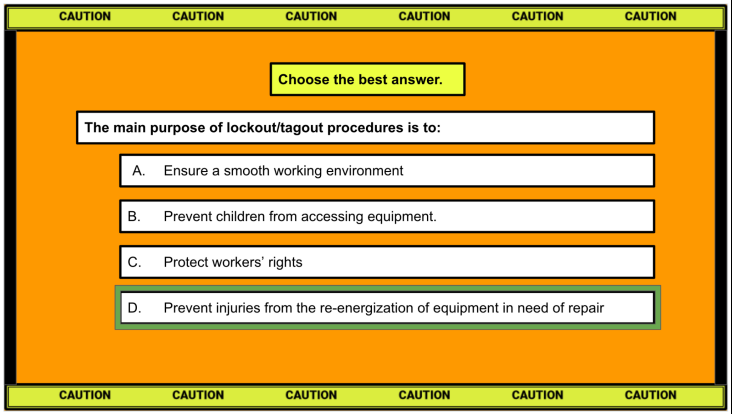
14) Securing step - 2 minutes		**Explain**: Securing can only be done by authorized employees. It is important that the device is placed in a manner that will hold the energy-isolating device in a "safe" or "off" position. **DO**: Play the video.	
15) Lockout Procedures - Review - 2 minutes		**Say**: Before you place the device, you must first put your name and date on the lockout tag. Place the device on the affected equipment. Explain: Go through the steps for lockout. Do: Play the video.	

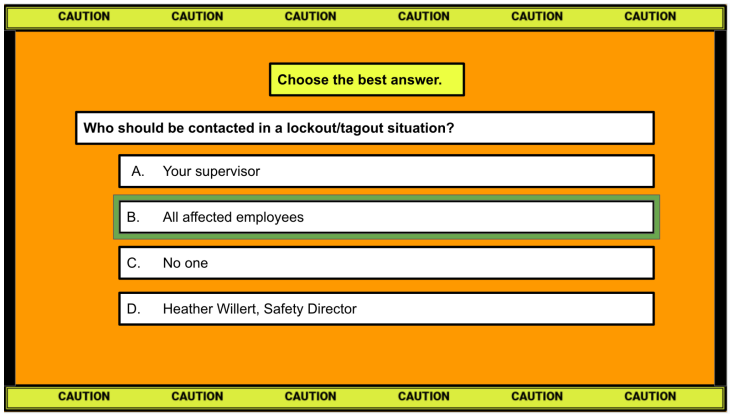
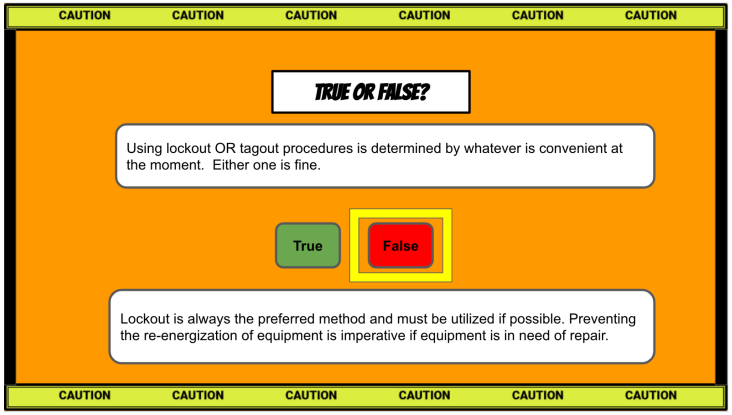
16) Isolation - 1 minute		**Say**: Isolation also involves making sure that the lockout device prevents the start-up or re-energization of equipment. After making sure that personnel are safely removed from the area, the employee must operate the push button or other startup controls to make sure the equipment is safely shut down. All operating controls should be in the "off" position after verifying that the equipment is indeed isolated.	
17) Securing - 1 minute		**Explain**: If equipment cannot be locked out, then tagging out is the secondary method. It is important to place the tag as close to the operating controls as possible and should be immediately obvious to anyone attempting to operate the equipment. Again, your name and date should be on the tag. Any plug-in equipment should be unplugged and moved out of the way, if possible.	

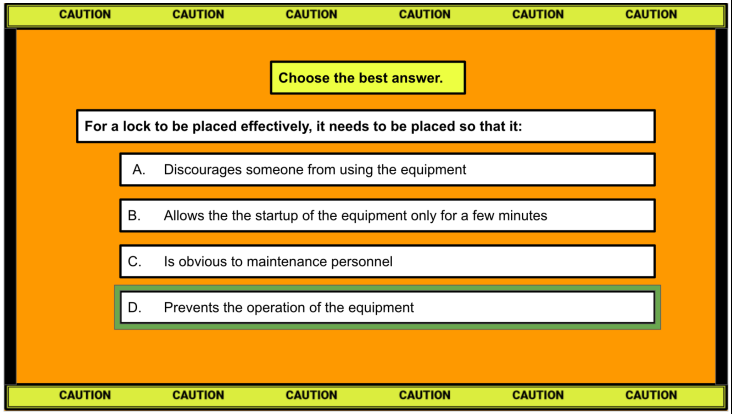
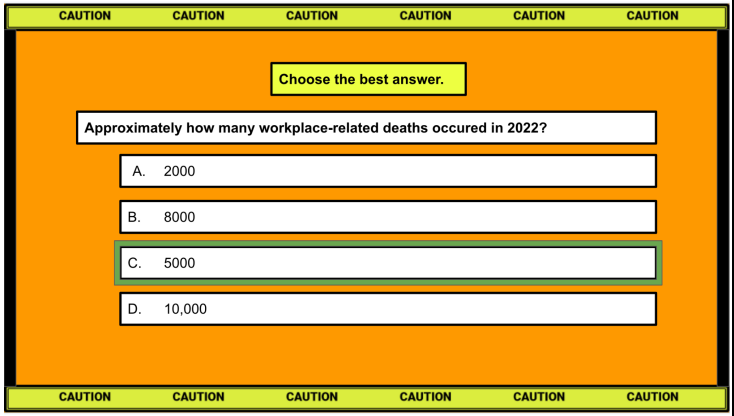
18) Question & Answer - 2 minutes		**Say**: What questions do you have about LOTO training at this point? Ask your questions in the chat. **Do**: Give extended wait time (1 minute) to wait for any questions to appear and answer with as much detail as you can give.	
19) Removal - 1 minute		**Explain:** Removing a LOTO device has certain procedures as well. First, it is important to clear the area of nonessential items, and all employees should be safely positioned away from the area. **Ask**: Why is it important for personnel in the vicinity to move away from the area?	

20) Removal, cont'd - 1 minute		**SAY**: After repairs have been made, the employee who placed the lockout or tagout devices should be the one to remove them. ASK: Who is the person who has the key for the lockout device? (ANSWER: The person who placed it) **SAY**: If the person who placed the device is not available, there are some procedures which need to be followed.	
21) Removal, cont'd - 1 minute		When the authorized employee is not at the facility or is unable to remove the device, these procedures should be followed: - The employer needs to verify that the authorized employee is not at the facility - The authorized employee needs to be contacted to inform him/her that the device has been removed - The authorized employee is informed	

		before resuming work at the facility.	
22) Contact Information - 30 seconds		**SAY**: Here at D & G, the two employees who oversee the lockout and tagout program are Zach Munsterman, who is the maintenance foreman, and Heather Willert, who is the safety coordinator.	Put participants in breakout groups after this slide.
23) Review scenario - 1 minute		**EXPLAIN:** Learners will be put in breakout groups to go through the assessment questions, which are printed in their participant guide. They will have 5 minutes to go through the questions, then they will come back to the group as a whole.	

24) Review - 1 minute		**SAY**: True or false? A truck needs repair before it can be used again. One of your colleagues tags the truck out by hanging the tag on the door handle where it can easily be seen. Does this follow proper lockout/tagout procedures? **DO**: Give plenty of time for an answer; call on someone if no one provides an answer.	
25) Review - 1 minute		**SAY**: Now for a multiple choice question. The main purpose of lockout/tagout procedures is to A) ensure a smooth working environment, B) Prevent children from accessing equipment, C) Protect workers' rights or D) Prevent injuries from the re-energization of equipment in need of repair. **DO**: Give plenty of wait time for an answer; call on someone if no one volunteers an answer.	

26) Review - 1 minute		**SAY**: Here's another multiple choice question. Who should be contacted in a lockout/tagout situation? A) Your supervisor, B) All affected employees, C) No one or D) Heather Willert, Safety Director. **DO**: Give plenty of wait time for an answer; call on someone if no one volunteers an answer. **SAY**: It is important that all affected employees are notified about equipment that is not working so that they can plan accordingly.	
27) Review - 1 minute		**SAY**: True or false? Using lockout OR tagout procedures is determined by whatever is convenient at the moment. Either one is fine. **DO**: Give plenty of wait time for an answer; call on someone if no one volunteers an answer. **SAY**: Lockout should always be used if possible. Lockout ensures that re-energization of	

		the equipment will not cause injuries.	
28) Review		**SAY**: Which one of these is the best answer? For a lock to be place effectively, it needs to be placed so that it A) Discourages someone from using the equipment B) Allows the startup of the equipment only for a few minutes C) Is obvious to maintenance personnel or D) Prevents the operation of the equipment	
29) Review		**SAY**: Approximately how many workplace-related deaths occurred in 2022?	

30) Review Objectives		**DO:** Review objectives. Ask participants if they feel they have learned this objectives.	
31) Final questions/wrap up		**DO**: Write down any questions that you are not sure of the answer and promise participants that we will email out a full list of the Q&As as a result of this training.	If the facilitator did not use breakout rooms before, this activity should just be a normal question-and-answer session with participants raising their hands to ask individual questions.