



**Environment, Health, & Safety
Training Program**

**EHS 373 Lockout/Tagout for Responsible Individuals
Course Syllabus**

Subject Category: Electrical Safety
Course Length: 3 hour
Delivery Mode: Classroom

Course Prerequisite: EHS0370 if they are new to the lab
Medical Approval: None
Frequency: Annual

Course Purpose: This course is designed for employees and affiliates who supervise the execution of LOTO as a Responsible Individual (RI) or approve, inspect or coordinate multiple complex LOTO procedures for a specific Division. When performing LOTO, an RI is required for group LOTO using a lockbox, shift changes, temporary partial restoration, tagout-only, and applying for Subcontractor LOTO Permits. The course is designed to provide participants with an understanding of Lockout/Tagout responsibilities and acceptable practices. It will also address management of complex procedures for their particular Division. The course stresses specific RI management practices such as performing a thorough briefing as well as addressing the review and approval of complex procedures to ensure complex LOTO's are managed properly.

Course Objectives:

After completing this training, participants will be able to:

- Identify requirements for performing lockout/tagout
- Identify four exceptions to LOTO
- Differentiate between Affected person, Authorized person, Qualified person and Responsible Individual
- Identify the purpose and scope of use of administrative locks
- Differentiate between simple and complex LOTO
- Explain the elements in a complex LOTO Procedure
- Identify conditions that require a Responsible Individual
- Match the LOTO Safe Zone with the Scope of Work.
- Perform a proper LOTO briefing.
- Determine which tag to use depending on the type of LOTO.
- Explain how a group LOTO using a lockbox is managed.
- Explain how a tagout only LOTO procedure is managed.
- Explain the subcontractor LOTO permit process.
- Explain how to release a procedure during temporary and partial restoration.
- Explain how shift changes are managed and briefed.
- Perform an absent person LOTO Lock removal.

Subject Matter Expert: EHS Electrical Safety

Training Compliance Requirements: 29CFR 1910.147, 29CFR 1910.333, NFPA 70E

Course Instructional Materials: Presentation

Performance Criteria: Employees will be required to pass an interactive online quiz. Employees must pass the assessment with an 80% score to receive course credit.

Web Resource: EH&S Training Program web page @ <http://www.lbl.gov/ehs/html/training.htm>