EHS 373 Lockout/Tagout for Responsible Individuals
Course Syllabus

Subject Category: Electrical Safety
Course Prerequisite: EHS0370 if they are new to the lab
Course Length: 3 hour
Medical Approval: None
Delivery Mode: Classroom
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


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.


1/9/2014