

LOCKOUT/TAGOUT TRAINING

Determining training requirements is a two step process:

1. Determine individual's responsibilities under the Hill Air Force Base Lockout/ Tagout program. Are they an authorized, affected, or other employee?
2. Identify training requirements

Authorized Employees

Definitions of Authorized Employees

Authorized employees are those individuals who locks or implements a tagout system procedure on a machine or who performs the servicing or maintenance on that machine. An authorized and an affected employee may be the same person when the affected employee's duties also include performing maintenance or service on a machine, which must be locked, or a tagout system implemented. Authorized individuals are:

- Individuals assigned to perform lockout/ tagout
- Supervisors of individuals assigned to perform lockout/tagout
- Qualified equipment maintenance personnel.
- Machine operators
- Supervisors of machine operators

Required Training for Authorized Employees

Two courses required:

1. Course 0067 "Lockout/Tagout for Authorized Employees"
 - a. Required initially when first assigned duties as an "Authorized Employee".
 - b. Retraining only required if inspections, inadequacies, accidents indicate employee does not have knowledge to perform lockout/tagout procedures.
2. Course 1737 "Area Specific Lockout/Tagout Training"
 - a. Required initially once the authorized employee has taken the 0067 course.
 - b. Course 1737 is a recurring training requirement so it must be given every year. Also required to be given whenever there is a change in an employee's job assignment, machines/equipment, process that create new hazards or a change in lockout/tagout procedures.

Documentation of training

PAC Employees (Maintenance)

- Course 0067, Annotate the Form 55 with “See PAC Record”
- Course 1737, Annotate the Form 55 with “See PAC Record”

IV. RECORD OF SAFETY, FIRE PREVENTION, AND HEALTH BRIEFING AND JOB SAFETY TRAINING					
TYPE TRAINING	INITIAL	RECURRING	DATE	NAME/SIGNATURE OF SUPERVISOR/TRAINER	SIGNATURE OF EMPLOYEE
Lockout/Tagout 0067			(SEE PAC RECORD)		
LOTO Site Specific 1737			(SEE PAC RECORD)		

Non-PAC Employees

- Course 0067, Annotate the Form 55 that the employee has taken 0067, Lockout/tagout for Authorized Employees
- Course 1737, Annotate the Form 55 that the employee has taken 1737, Area-Specific Lockout/Tagout Training

IV. RECORD OF SAFETY, FIRE PREVENTION, AND HEALTH BRIEFING AND JOB SAFETY TRAINING					
TYPE TRAINING	INITIAL	RECURRING	DATE	NAME/SIGNATURE OF SUPERVISOR/TRAINER	SIGNATURE OF EMPLOYEE
Lockout/Tagout 0067			20040625	Supervisor Signature	
LOTO Site Specific 1737		annually	20040701	Supervisor Signature	

Affected Employees

Definition of an Affected Employee

An employee is someone who must operate or use machines on which servicing or maintenance is being performed under lockout/tagout, or must work in an area in which service or maintenance is being performed. Affected employees are:

- Machine operators
- Material handlers
- Technicians
- Other job series that work around machines/equipment that requires lockout/tagout

OTHER EMPLOYEES

Definition of Other Employees

Employees whose operations are or may be in an area where energy control procedures may be utilized. Other employees would be:

- Planners
- Secretaries
- Quality personnel
- Any Hill Air Force Base employee. We have defined all employees as other employees because they only require awareness training and it is easier to give all employees the training rather than sort out and track who needs it.

Required Training for Affected and Other Employees (Same training)

Awareness training is required. Awareness training instructs affected employees in the purpose and use of energy control procedures. Awareness training instructs other employees about the procedure and prohibition relating to attempts to restart equipment that is locked or tagged out. Awareness training is given as part of the employees "Safety and Health Briefing". At Hill Air Force base awareness training is added as a mandatory item to be briefed. Add it to section V of the Air Force Form 55.

V. REMARKS
25. Lockout/Tagout Awareness Training

Documentation of Training

Awareness training is documented on the AF Form 55 section IV when you document the employee's safety and health briefing.

IV. RECORD OF SAFETY, FIRE PREVENTION, AND HEALTH BRIEFING AND JOB SAFETY TRAINING					
TYPE TRAINING	INITIAL	RECURRING	DATE	NAME/SIGNATURE OF SUPERVISOR/TRAINER	SIGNATURE OF EMPLOYEE
Safety and Health Briefing			20040625	Supervisor Signature	

Summary of Training Requirements

Type of Employee	Course 0067 Lockout/Tagout for Authorized Employees	Course 1737 Area Specific Lockout/Tagout Training	Awareness Employee Safety and Health Brief
Authorized	Initially when assigned	Taken after 0067	Required
Affected	Not Required	Not Required	Required
Other	Not Required	Not Required	Required