

## A Safety Meeting Outline

*(Note: This outline is divided into two parts, so that the material can be covered in one meeting or divided into two shorter meetings.)*

### Part I: The Importance of Lockout/Tagout

2 minutes

#### A. Introduction

1. The energy that runs machines can be very dangerous if released accidentally or without warning
2. Lockout/tagout is a specific process designed to protect employees against accidents when equipment is being maintained or repaired.

2 minutes

#### B. What Is “Lockout”?

1. More than throwing a switch, lockout prevents them from being operated accidentally
2. All energy sources must be shut off, and any stored energy released
3. Locks must be strong and standardized
4. Only authorized employees can perform lockout
5. Affected employees must understand lockout procedures and follow the rules.

5 minutes

Handout  
3515-25

#### C. Lockout/Tagout for Safety

Distribute and review Handout 3515-25, or use as an overhead slide. This explains the five basic steps involved in Lockout/Tagout. If this is one single meeting, add C from Part II and distribute or show the second handout.

5 minutes

#### D. Discussion and Practical Exercises

*(If you are conducting one single meeting, combine this discussion with the discussion in Part II.)*

1. Show examples of locks used in your company.
2. If possible, demonstrate an actual lockout procedure with an authorized employee.
3. Why is it important for *all* employees to understand Lockout/Tagout?
4. What are some examples of accidents that might happen if proper Lockout/Tagout procedures are not followed?

5. Name ways in which *stored* energy could be hazardous if not released.

1 minute

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## E. Summary

1. Authorized employees are trained and certified to perform Lockout/Tagout—employees who are not authorized should never try to de-energize equipment.
2. Standardized procedures, locks, and tags are important to make sure that safety precautions are always followed.

5 minutes

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## F. Wrap-Up

(Omit if Part II is included with Part I in one training session.)

1. Thank employees for their participation.
2. Ask for final questions and answers.
3. Issue and collect session evaluation form.

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## Part II: Following the Rules All the Way Through

2 minutes

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### A. Introduction

(If Part II is the topic of a separate meeting, briefly review the main points from A, B, and C of Part I.)

1. Review previous introduction and handout as appropriate.

2 minutes

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### B. What Is “Tagout”?

1. Tagout warns employees not to operate machinery
2. Tags should never be substituted for locks unless lockout is impossible and approved by management
3. Tags must be standardized, sturdy, legible, and installed by authorized employees.

5 minutes

Handout  
3515-29

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### C. Re-Energizing After the Work Is Over

Distribute and review Handout 3515-29, or use as an overhead slide. These are the precautions to take after machinery has been repaired and is ready to be re-energized.

5 minutes

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### D. Discussion and Practical Exercises

1. Show examples of the standardized tags used by your company.

2. Demonstrate proper Tagout procedures, with an authorized employee and machine. **1 minute**
3. Assuming a machine can be locked out, why is it important not to substitute tags for locks?
4. Why is it important to notify employees after machinery has been re-energized?

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### E. Summary

1. Accidents with machinery are usually very serious or fatal—take Lockout/Tagout procedures seriously and follow them completely! **5 minutes**
2. Notify a supervisor immediately if you ever notice anything wrong or missing regarding Lockout/Tagout.

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### F. Wrap-Up

1. Thank employees for their participation.
2. Ask for final questions and answers.
3. Issue and collect session evaluation form.