

## LOTO AWARENESS

## INSTRUCTOR'S GUIDE

### MODULE OVERVIEW

This module provides an overview of the basic concepts in lockout/tagout (LOTO) in metal fabrication. Students learn about the elements of a LOTO program. The difference between “authorized” and “affected” employees is explained, and the responsibilities of “affected” employees are explained in detail. Basic information on energy sources and disconnects is presented.

### OBJECTIVES

When students have completed this module, they will be able to:

- List the elements of a LOTO program.
- Explain the difference between “affected” and “authorized” employees
- List their duties as “affected” employees
- Identify different energy sources in a machine
- Recognize when a LOTO procedure is in progress.

### CLASSROOM (10 min)

PowerPoint presentations: **LOTO Awareness.pptx**

Handout: **LOTO Awareness – Handout.pdf**

Instructor Tool Kit: **none**

### LAB (10 min)

**LOTO Awareness - Lab Activities.pdf** – Identify the sources of energy of a CNC machine. Verify that each source has a lockable disconnect.

### HOMEWORK

- **LOTO Awareness – Homework.pdf** – Students read about basic concepts of lockout/tagout.
- **Quiz**

### ADDITIONAL RESOURCES

**“I want to know more” folder** – information on control of hazardous energy and protecting employees from amputations.

