

## Lockout/Tagout – Authorized Employees

Name: \_\_\_\_\_

Date: \_\_\_\_\_

1. The LO/TO standard is designed to block the flow of energy to a piece of equipment.
  - a. True
  - b. False
  
2. A lockout device is a device that positively prevents a machine from being:
  - a. Started up
  - b. Become electrically energized
  - c. Turned on
  - d. All of the above.
  
3. OSHA requires that employers establish a Written Energy Control Program.
  - a. True
  - b. False
  
4. Which statement is true concerning tagout devices?
  - a. Tags are only warning devices
  - b. Tagout devices can always be used in replace of lockout devices
  - c. Tags may be removed by affected employees once LO/TO is complete
  - d. Tags provide equivalent security to using a lock
  
5. LO/TO devices must be labeled to identify the specific employees authorized to apply and remove them.
  - a. True
  - b. False
  
6. Locks can be keyed alike.
  - a. True
  - b. False
  
7. Stored non-electrical energy may include: spring, hydraulic, and tension.
  - a. True
  - b. False

8. Place the numbers from 1 to 8 in the blanks indicating the correct order of steps to be taken in LO/TO.

\_\_\_\_\_ Machine or Equipment Isolation  
\_\_\_\_\_ Preparation for Shutdown  
\_\_\_\_\_ Lockout or Tagout Device Application  
\_\_\_\_\_ Verification of Isolation (Test)  
\_\_\_\_\_ Notification to Employees  
\_\_\_\_\_ Release from Lockout or Tagout  
\_\_\_\_\_ Machine or Equipment Shutdown  
\_\_\_\_\_ Relieve Stored Energy

9. Lockout locks must be standardized by color, shape, or size.
  - a. True
  - b. False
10. Lockout devices shall indicate the identity of the employee.
  - a. True
  - b. False
11. You should only remove the lock of another employee when he/she cannot be located.
  - a. True
  - b. False
12. During a group lockout, only the person in charge of the procedure will place his/her lock and tag onto the energy isolation device.
  - a. True
  - b. False
13. LO/TO procedures must be reviewed:
  - a. Weekly
  - b. Before each use
  - c. Annually
  - d. Quarterly
14. If there is a shift change or personnel change:
  - a. The first employee removes his locks before the next shift's employee applies his locks
  - b. The supervisor must observe and document all lock changeovers
  - c. The first employee's lock must remain in place until the next shift's employee applies his lock
  - d. Affected employees can monitor the energy isolating devices until the authorized employee for the next shift arrives
15. If tags are to be used, instead of locks, they should warn against starting the machine that has the tag.
  - a. True
  - b. False
16. After the power supply has been locked out, the key should be returned to \_\_\_\_\_.
  - a. The authorized employee should keep control of the key
  - b. The supervisor on shift
  - c. To the LO/TO control area
  - d. The machine operator who normally works on the machine
17. LO/TO should be performed if:
  - a. There is a jam in equipment, and a guard must be removed
  - b. Performing service on equipment
  - c. Performing preventive maintenance on equipment
  - d. All of the above
18. LO/TO procedures must state the magnitude of the energy source.
  - a. True
  - b. False
19. After authorized employees are properly trained, a competent person should:
  - a. Retrain employees every 3 years
  - b. Evaluate the employee performing LO/TO and documentation
  - c. Oversee each LO/TO procedure for the first month
  - d. All of the above
20. Employee inspecting procedures annually must be an authorized employee, not involved in the energy control procedure.
  - a. True
  - b. False