

**Session Planning**

Subject Matter Expert:	LIONG LIH BING
Program Title:	LOTO for Authorized Employees
Learning Outcome:	At the conclusion of the training, participants should be able to: a) List the 7 lockout steps for energy control using the ISOLATE mnemonic b) Recite the 7 return to service steps using the INSPECT mnemonic c) Describe when alternative Control Reliable Access methods may be used d) Describe how to handle 4 special situations

Sequence	Topics/Content	Timeframe
Welcome	<b>WELCOME</b> participants to the session, "LOTO for Authorized Employees".  <b>INFORM:</b> Group of follownig: - Phones switched to silent	5 minutes
Introduction	- Review Learning Objectives - What is lockout? - What happens if energy is not properly controlled? - Definitions - Personal lockout devices - What is energy?  <b>ACTIVITY</b> What type of primary energy is being locked out?	25 minutes
Energy Control Procedures	When do I need to control energy?	15 minutes
	Lockout - Preferred method - Steps for energy control (ISOLATE) - Steps for safe return to service (INSPECT)	15 minutes
	Control Reliable Access - Alternate method available under certain conditions - Signage - Steps for energy control (SAFEST)	10 minutes
	Special Situations - Removal of lockouts by someone else - Outside contractors - Group lockout - Shift and personnel change  <b>ACTIVITY</b> What's Wrong/ Right with This Picture?  <b>LOCKOUT WORKSHOP</b>  <b>LOCKOUT JEOPARDY GAME</b>	20 minutes
Conclusion	Protect Yourself and Others	5 minutes
Knowledge Check	<b>HANDOUT</b> the knowledge check and have participants complete.  Allow time to run through answers and collect the knowledge checks back.	10 minutes + 5 minutes debrief
Evaluations and Farewell	Ensure participants complete evaluations of the workshop.	5 minutes