



ERNEST ORLANDO LAWRENCE  
BERKELEY NATIONAL LABORATORY

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Environment, Health, & Safety  
Training Program

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**EHS 257 Lockout/Tagout for Supervisors**  
Course Syllabus

**Subject Category:** General  
**Course Length:** 1 hour  
**Delivery Mode:** Web-based Training

**Course Prerequisite:** EHS0257 Lockout/Tagout Verification  
**Medical Approval:** None  
**Frequency:** Annual

**Course Purpose:** This course is designed for supervisors of employees who work on or near equipment with exposed hazardous energy above human vulnerability limits. This includes all maintenance, modification, calibration, and repair functions. The course is designed to define Lockout/Tagout responsibilities, acceptable practices, and procedures with respect to safety and compliance. The course stresses specific approved techniques, tools, equipment, and line management and supervision responsibilities. This class is also appropriate as optional training for employees who desire detailed information about Lockout / Tagout policy and procedures, even though they themselves do not perform LOTO on equipment.

**Course Objectives:**

1. Recall at least four possible energy sources
2. Recognize the purpose of LOTO
3. Identify the responsibilities of those involved with LOTO
4. Identify the LOTO exclusion operations
5. Identify the LBL LOTO approved lock and tag
6. Recognize when to use an LOTO lock
7. Recognize when to use an Admin lock
8. Recall who is responsible for the LOTO padlock keys
9. Identify each step involved in the general LOTO procedures
10. Identify when LOTO must be performed under a specific written procedure
11. Recall the elements of equipment specific written procedures
12. Recall when to use General Procedures
13. Identify the four steps of the Gang Lock procedures
14. Define the Emergency Removal LOTO Lock procedures
15. Identify emergency response options to accidents
16. Recall the importance of avoiding shortcuts

**Subject Matter Expert:** Keith Gershon

**Web-based Instructional Designer:** Brooke Vaughn

**Course Instructional Materials:** Web-based course and a PDF downloadable version of the course is available within the course.

**Performance Criteria:** Employees will be asked to demonstrate what they have learned from the web-based training by taking a quiz at the end of the course. Employees must pass the quiz with a 100% score to receive course credit.

**Web Resource:** EH&S Training Program web page @ <http://www.lbl.gov/ehs/html/training.htm>