

Jobsite: _____
Foreman: _____

Date: _____
G.C. _____

SMOHIT Safety Sense Toolbox Talks for the Sheet Metal Industry	<h3 style="margin: 0;">Lockout/Tagout</h3> <ul style="list-style-type: none"> Lockout/tagout is a way to prevent electricity from being released, or operating equipment, while you or other workers are exposed to contact with parts of electrical equipment or circuits. Simply turning off the power by a switch on the device is not enough. You must: <ul style="list-style-type: none"> De-energize the electrical equipment, or make sure that the equipment is disconnected completely from all electric energy sources. Release any energy that the equipment may still be storing. For instance, if you are locking and tagging a pneumatic air hose, make sure all the air is bled from the hose after you de-energize it. Test to make sure that the equipment is completely de-energized. A lockout device is a lock with a key or assigned to each worker. The lockout device is attached to a circuit breaker, isolating device, or any switch to prevent an energy source from being turned on. This is the preferred method of isolating electrical equipment. A tagout device is a label or sign that states no one can remove the lockout device or turn on the equipment without authorization. A tag may be used without a lock, but it is not recommended. If possible, use both locks and tags when working with energized equipment. Tags should bear the words "Danger," and "Do Not Operate" or "Do Not Use" on both sides of the tag. Tags should also be dated and signed by the worker supplying the lock and tag. Each worker at risk should apply his or her own individual lock and/or tag to the energy source, so there may be multiple locks and tags attached to one source. Each lock and tag must be removed by the worker who applied it, or under his or her direct authorization. 	<h3 style="margin: 0;">Instructor Tips</h3> <ul style="list-style-type: none"> Review your company's Lockout/Tagout program. Show the proper way to lockout and tag an energized source from a piece of electrical equipment. Emphasize the importance of locking out and tagging an electrical source. Emphasize that only workers that place locks and tags are authorized to remove them. 	
Name	Init.	Name	Init.
1.		13.	
2.		14.	
3.		15.	
4.		16.	
5.		17.	
6.		18.	
7.		19.	
8.		20.	
9.		21.	
10.		22.	
11.		23.	
12.		24.	