

# Jay Industries, Inc.

## Lock Out/Tag Out Training – **Affected Employees**

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

Division: \_\_\_\_\_ Metals \_\_\_\_\_ Plastics Plant Name: \_\_\_\_\_

1. Affected employees are those who operate machines and equipment but are not authorized to lock them out.

\_\_\_\_\_ True                  \_\_\_\_\_ False

2. Affected employees can apply locks and tags to equipment AFTER the authorized employee locks out their equipment.

\_\_\_\_\_ True                  \_\_\_\_\_ False

3. As an Authorized or Affected Employee, you should never remove locks or tags unless they are yours or unless you are the Maintenance Manager.

\_\_\_\_\_ True                  \_\_\_\_\_ False

4. If you run a machine or operate equipment, it is important that you understand the Lock Out/Tag Out procedures.

\_\_\_\_\_ True                  \_\_\_\_\_ False

5. Unintentional equipment restarts injure and kill thousands of workers every year.

\_\_\_\_\_ True                  \_\_\_\_\_ False

6. Authorized employees do NOT perform Lock Out/Tag Out procedures.

\_\_\_\_\_ True                  \_\_\_\_\_ False

7. Unless you are the Maintenance Manager, it is NOT ok to cut off a lock and restart a machine when someone accidentally left their lock or tag on it.

\_\_\_\_\_ True                  \_\_\_\_\_ False

I (print name) \_\_\_\_\_ understand the Lock Out/Tag Out procedures and understand the material presented. If I have a question, I will seek advice from my supervisor or manager. Employee signature: \_\_\_\_\_.

Trainer/Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_