

Jay Industries, Inc.

Lockout/Tagout Written Test

Authorized Employees (Those who lock-out machines)

Name: _____ Date: _____

1. Energy source can be defined as_____.
 - a. Any energy that makes the machine move or operate.
 - b. Work capable by objects at rest.
 - c. A hard worker.

2. What is an Authorized employee?
 - a. A worker trained and authorized to perform lock out.
 - b. A worker who works directly with equipment that will be locked out.
 - c. An employee that assists in lock out operations.

3. Under normal daily operating conditions, employees who follow the manufacturing guidelines are automatically protected from hazardous energy sources.
 True False

4. After isolating and controlling all the energy sources of a machine, you should _____.
 - a. Start the repair work right away.
 - b. Test the effectiveness of the lock out by attempting to start the machine.
 - c. Tell all the affected employees the machine is locked out.

5. During a shift change when should the departing employees remove their locks from the energy control device?
 - a. When you are ready to go home.
 - b. After arriving workers have attached their locks.
 - c. Only after the service work is completed.

6. If you encounter a lockout device you feel should be removed, you should _____?
 - a. Remove it yourself.
 - b. Verify that no one is currently working on equipment and then remove it yourself.
 - c. Report the situation to your supervisor; don't remove it yourself.

7. How can you test the effectiveness of a lockout when the machine is out of sight of the control station?
 - a. Listen for the sound of the machine starting.
 - b. You can't, you hope you did it right.
 - c. Have a co-worker watch the machine as you attempt to start it.

8. During a group lock out, each person performing maintenance must place their lock on the energy control device.
_____ True _____ False
9. Who is allowed to put their lock or tag on a machine after it is locked out by an Authorized employee?
a. Affected employees
b. Trained and authorized employees
c. Any employee who reads the energy control plan
10. Machine specific LOTO procedures should be posted on most equipment.
_____ True _____ False
11. What energy state must be achieved in lockout?
a. Zero energy
b. Power off
c. No lights
12. What are some types of energy in a lockout?
a. Steam, electricity, gravity, compressed air
b. Lights, temperature, sound
c. Time, oil, metal
13. Who do you give your key to after lock out is done?
a. Supervisor
b. Co-worker
c. No one else ever
14. Who controls the key to a group lockout box?
a. Any co-worker
b. Maintenance supervisor
c. Leave key in lock
15. What information needs to be on your lockout lock?
a. Name, department, phone number
b. E-mail, phone number of plant, picture
c. Picture of a friend, their e-mail

_____ (print name) have completed Lockout/Tagout Authorized training and understand the concepts that have been taught. I agree to follow the Jay Industries, Inc., Lockout/Tagout Policy and Procedures.

Signature: _____ Date: _____

Trainer/Supervisor: _____ Date: _____