

3388 Lockout/Tagout/Tryout: Your Key to Safety

Safety Meeting Agenda:

Plan and Prepare

Refer to the "Tips For Safety Talks!" for ideas on planning this safety meeting. Read through the article ahead of time to help you with your presentation. Add further questions to those we have provided at the end of this talk.

- Read through the article ahead of time to help you with your presentation. Add further questions to those we have provided at the end of this talk.
- This talk is an introduction to the subject of Lockout-Tagout-Tryout. Be prepared to discuss in more detail the procedures in your own work area.
- There is a reference to safe work permits in this talk. Be sure that you are familiar with your own company's procedures and policies in this area.
- Check your company's safety records for incidents involving failure to lock out energy sources.

Ask for any additional comments and questions.

What other safety concerns have come up as a result of the discussion on this topic?

The Meeting

Start your meeting promptly.

Report on any follow-up to safety concerns raised at the previous safety talk:

Ask participants what safety problems they have observed on their jobs since the last meeting:

Determine what action should be taken to fix these safety problems. Write them here and take action before the next meeting:

Read today's topic, and ask the participants to read along in their handouts. Add your own comments to the material, including your own company's procedures.

If you prefer, you can print out an illustrated handout for all participants.

Quiz Answers:

1. True 2. E 3. True 4. True 5. True 6. True 7. True 8. True 9. ____ 10. ____

Thank your group members for their involvement in today's safety meeting.