WCTC Authorized Employee Lockout / Tagout Quiz

Name: ________________________________  Date: _________________________

Dept: ________________________________  Score: _________________________

If you have any questions regarding the training or the Lockout / Tagout Plan contact the Environmental, Health and Safety Office at (262) 691-5226.

Circle the letter of the best answer. A passing score for the quiz is 80%.

1. Place numbers from 1 to 5 in the blanks indicating the correct order of steps to be taken in lockout/tagout.
   _____ Verify de-energization
   _____ Isolate all energy sources
   _____ Apply locks, devices, and tags
   _____ Notify affected personnel
   _____ Turn off machine

2. Locks should be removed only by the person who installed them.
   a. True  b. False

3. In preparing for a shutdown, gravity is not a concern.
   a. True  b. False

4. Which of the following must be notified prior to equipment shutdown for repair?
   a. Director of Facilities
   b. Lead worker
   c. Environmental, Health and Safety Office
   d. Affected employees

5. Examples of types of energy sources are:
   a. Electrical, chemical, and mechanical.
   b. Potential.
   c. Pneumatic, hydraulic, and thermal.
   d. All of the above

6. Locks must be:
   a. Durable and substantial.
   b. Standardized and indicate the person who applied the lock.
   c. Can be used for any purpose.
   d. Both a & b

7. If you come to a piece of equipment that does not have a machine specific procedure you should use WCTC’s General Lockout / Procedure and when complete notify the EHS Office that a Machine Specific Procedure needs to be developed for the piece of equipment.
   a. True  b. False
8. Tags should be:
   a. Always used by themselves.
   b. Used only when lockout is not possible.
   c. Printed in black and white.
   d. None of the above.

9. For a group lockout/tagout, the following procedure should be used:
   a. Attach one lock and provide everyone working on the equipment a key.
   b. The supervisor shall lock out the equipment and unlock it when the job is done.
   c. Attach one lock for each person working on the equipment.
   d. None of the above.

10. Lockout/tagout devices are to be attached only by the authorized employee.
    a. True    b. False

11. When equipment must be tested or positioned during work that requires lockout/tagout, the authorized employee must:
    a. Clear tools and materials from the equipment or machine before the test or positioning.
    b. Clear employees away from the equipment.
    c. Repeat lockout/tagout procedures following the test or positioning of the equipment.
    d. All of the above.

12. If there is a shift or personnel change:
    a. The first employee removes his locks before the next shift’s employee applies his locks.
    b. The supervisor must observe and document all lock changeovers.
    c. The first employee’s lock must remain in place until the next shift’s employee applies his lock.
    d. Affected employees can monitor the energy isolating devices until the authorized employee for the next shift arrives.

13. Stored energy can include:
    a. Residual pressure in lines.
    b. Electrical energy in capacitors.
    c. Residual materials in pipes.
    d. All of the above.

14. After applying lockout/tagout devices, the authorized employee:
    a. Should try to operate the equipment.
    b. Should not try to operate the equipment.
    c. Should have the affected employee try to operate the equipment.
    d. Should immediately start the repair or servicing work.

15. Machine specific procedures are located:
    a. Facilities share drive.
    b. Binders in the Facilities and Safety Offices.
    c. F:\DATA\Environmental Health and Safety\Lockout Tagout\Machine Specific Procedures.
    d. Mechanical Rooms.