AMERICAN SOCIETY OF SAFETY PROFESSIONALS

Gallery Walk Activity
ANSI / ASSP Z244.1 Lock Out / Tag Out
Facilitators Guide

Event: ___Technical Meeting_____

Time required: ____1 – 1.5 hours_____

Materials: _Flip chart paper (self-adhesive or tape) prepped with questions, markers__

Learning Objectives:
After participating in the ANSI / ASSP Z244.1 – 2016 Gallery Walk, attendees will be able to:
- Demonstrate a basic understanding of the standard.
- Utilize a variety of strategies for implementing the standard in their workplace.
- Draw upon a network of experienced safety professionals for further development.

Facilitation:

1. Provide a brief overview of ANSI / ASSP Z244.1 – 2016 for attendees, either at the beginning or in advance of the meeting. Options for this overview may include one or more of the following:
- Guest speaker to provide a summary and respond to questions following the activity

2. Divide attendees into teams. Optimal team size is about 4 – 5 people and you'll want one team for 4 – 5 questions (see next step). If you have a smaller number of meeting attendees, you can make smaller teams or use fewer questions. If you have a larger number of meeting attendees, you can have more than one team working on each question.

Each team will need to designate:
- A scribe to record the team's ideas on the flipchart sheet.
- A reporter to share the team's ideas with everyone at the end.

3. While the teams are deciding on their roles, post the flipchart sheets with questions on them around the room. Optimal number of questions is 4 – 6. Suggested questions:

- How do you get compliance on LOTO from operators?
- How do you get buy in on LOTO from management (e.g. It must be done even if it slows production)?
- Would you use behavior based safety on LOTO? How would you use behavior based safety on LOTO?
- Would you use Human and Organizational Performance on LOTO? How would you use Human and Organizational Performance on LOTO?

4. Assign one team per question. Invite the teams to stand by their question, discuss their responses, and record their ideas on the flipchart paper. Let teams know they will have about 8 minutes to do this. [Note: you can adjust the time based on how much time you have for this activity and how many rotations the group will need to make.]

5. While teams are discussing, move around the room to listen in on the conversations, respond to any questions about the process for the activity, and encourage teams to write their responses down.

6. After 8 minutes, invite teams to move to the next station in a clockwise rotation. At the next station, they will repeat the process of discussing their responses and recording their ideas. You can have teams either add to the ideas already posted or post a fresh sheet for them.

7. Repeat the rotations every 8 minutes until teams have been to each station.

8. After having visited each station, have teams rotate one final time to return to the question they began with. Ask teams to review the responses to the question and prepare a summary of the top three key ideas presented. Give teams 5 minutes to do this.

9. Invite teams to report out to the larger group. Thank each team after their report.

10. Invite all attendees to take a moment to move about the room and look at the responses to all the questions. Give them 5 – 10 minutes to do this

11. Gather the group back together for a debrief using the following questions to guide conversation:
    - What did you notice during this activity?
    - Do you have any questions about any of these responses – particularly that you'd like to ask someone who has tried it?

- Have you had a situation where deciding on the method of LOTO (locks, tags and/or alternative methods) was not straight-forward? What was decided and how has it been working?
- OSHA has recommended removing the word "unexpected" from their LOTO standard. How would removing the word "unexpected" affect how you implement LOTO in your organization?

12. Thank attendees for their time and contributions.

13. Following the meeting, transfer the responses to each of the questions to a shareable format and send to meeting attendees as a resource for them moving forward.