

LOCKOUT/TAGOUT POLICY AND PROCEDURES

Company Name: Brook Construction Company, Inc.

I. Purpose

The purpose of this lockout and tagout procedure is to prevent injuries and/or death to personnel by providing a system for the lockout and tagout of potentially hazardous energy sources. The facility and maintenance personnel will comply with all requirements of this policy for controlling hazardous energy.

II. Scope

This procedure applies to the facility and maintenance personnel and the personnel of subcontractors and suppliers, whose duties require them to service, repair, adjust, lubricate, or perform work on power-driven equipments. Before such duties are performed, the machine or equipment must be isolated from all potentially hazardous energy and the power source must be locked or tagged out.

III. Responsibility

The foreman, or person in charge of a site, is responsible for ensuring that the lockout/tagout procedures are being followed. Failure to follow this policy will result in disciplinary action up to, and including, termination of employment.

IV. Survey of Machines, Equipment, and Procedures

The designated personnel must conduct a survey of all machines, equipment, and processes to identify potentially hazardous energy sources. Some equipment on machines may have to be locked out in combination with other machines or equipment to be effective. Where automatic interlocking systems are installed, a conscious decision should be made as to whether those interlock combinations provide all of the necessary safeguards. Complete Form A: Equipment Checklist (page 14) as a first step aid to this survey process regarding which equipment must be locked out in combination when servicing a particular equipment center or equipment component. Secondly, complete Form B: Equipment Lockout Plan (Page 16) by thoroughly surveying each equipment/component in the lockout/tagout combination. This must be done to ensure that all energy sources and types are identified, along with the location and type of isolation devices. It is very important to pay attention to stored energy locations in this survey (example pug mill gates).

Should it be impossible to use a lock to secure the required isolating device, Form C: Tagout System Requirements (page 18) must be completed and special precautions and training adhered to. Note: It is highly recommended that all avenues for physical lockout of isolation devices be pursued prior to using this avenue.

A new survey must be conducted and documented using Forms A and B when any changes occur to existing machines, equipment, or processes which could alter the lockout/tagout needs.

V. Lockout and Tagout Procedures

Note: Only trained individuals are authorized to perform this lockout/tagout procedure.

Step 1

The authorized employee will notify all affected individuals (operator and others in the area) that lockout or tagout is to be used and the reason why. To ensure familiarity with the lockout procedure for the equipment being serviced, review Form A: Equipment Checklist, and Form B: Equipment Lockout Plan. Pay attention to the types of energy involved and any specific procedures for relieving stored energy.

Step 2

The machine must be shut down by normal procedure (depress stop button, open toggle switch, etc.).

Step 3

Obtain all necessary restraining devices such as locks, chains, blocks, etc.

Step 4

Locate each potential energy source.

Release or restrain all stored energy (such as in springs, elevated machine members, hydraulic pressure, or gas pressure by repositioning, blocking, bleeding down, etc.

Step 5

Each individual employee must use separate lock(s) and the approved tag(s). The lock(s) of one individual must not have the same key as the lock(s) of another individual. The employee's identification tag must indicate the name of the individual the lock is assigned to and must be attached to the lock. All lockout locks can only be used for lockout purposes. In many cases, it may be necessary to use a lockout hasp that accepts many locks, especially when more than one individual is involved in the lockout.

Step 6

Place the lock(s) and approved tag(s) on each isolated device.

If more than one energy source must be locked out, then a single lock and tag will be used to secure each energy isolating device. The keys to those locks will be stored in a box that will be secured with a lock and employee(s) assigned locks.

Step 7

Dissipate or relieve any stored or residual energy.

Step 8

If it is impossible to use a lock to secure the isolating device, you must complete Form C: Tagout System Requirements (page 18), before an approved tag only can be used, otherwise proceed to the next step.

Step 9 Lockout/Tagout Test

- A. Ensure all individuals involved are not exposed.
- B. Attempt to start (push start button, etc.).
- C. Return controls to "OFF" position.
- D. If electrical, check with a working meter to ensure the line is dead.

THE EQUIPMENT IS NOW LOCKED OUT!

VI. Restoring Machines or Equipment to Normal Production

Step 1

Before the equipment is returned to service, the authorized employee will ensure that:

- A. No one is exposed to the equipment or machine to be started or operated.
- B. All tools are removed from the machine or equipment.
- C. All guards have been reinstalled.
- D. There are no exposed electrical wires.
- E. Authorized employee is satisfied it is safe to start machine.

Step 2

Individual(s) involved in the lockout/tagout should remove their lock and tag now.

Step 3

If an individual is not available to remove his/her lockout/tagout device, then Form D: Lock or Tag Removal (page 20), must be completed before proceeding with the equipment start-up.

VII. Training

The purpose of training/retraining is to provide the skills and knowledge that are required and necessary for an effective lockout/tagout program. Each covered employee must be trained on the company's lockout/tagout policy. Only employees trained in this procedure will be authorized to lockout/tagout equipment. Training for authorized employees will include the following:

- A. The purpose, scope, and responsibility of the lockout/tagout procedure.
- B. How to recognize potentially hazardous energy sources
- C. How to identify the type of energy used by machines and equipment that should be locked out.
- D. Steps for shutting down, isolating, blocking, and securing equipment to which the employee will be exposed.

- E. Steps for placement, removal, and transfer of lockout/tagout devices and who is responsible for accomplishing those tasks.
- F. Requirement for testing to determine and verify effectiveness
- G. The proper use and limitations of using only the tagout procedure. If tagout procedures are utilized where no physical lockout capability exists, employees must be trained in the limitations of tags.
 - Tags are essentially warning devices affixed to energy-isolating devices and do not provide the physical restraint of a lock.
 - When a tag is attached to an isolating means, it is not to be removed except by the person who applied it, and it is never to be bypassed, ignored, or otherwise defeated.
 - Tags must be legible and understandable by all employees.
 - Tags and their means of attachment must be made of materials that will withstand the environmental conditions encountered in the workplace.
 - Tags may evoke a false sense of security. Tags are only one part of an overall energy control program.
 - Tags must be securely attached to the energy-isolating devices so that they cannot be detached accidentally during use.

Each affected employee needs to be instructed in the purpose and the use of the energy control procedure.

Other employees who may be working in the vicinity of an area where energy control procedures are utilized will be instructed regarding the procedure and the seriousness of attempts to restart machines or equipment that are locked out or tagged out. Also, these employees should be instructed regarding stand-clear warning that lockout/tagout devices have been removed.

Training and retraining will be done only by those who have completed the company's lockout/tagout training program. Retraining is an important tool for maintaining an effective lockout/tagout program. Federal regulations require retraining for employees when:

- A change in job assignment occurs;
- A change in machines, equipment, or process occurs that presents new hazards or energy control procedures;
- The employer has reason to believe that procedures are not being followed or that employees need additional skill and knowledge in the use of energy control procedure, or
- The periodic employer review of procedures (required at least once annually) reveals a need for additional training.

VIII. Documentation of Training/Retraining

Documentation of training and retraining for each employee must be maintained at the facility where the employee reports. Documentation of training will be made on Form E: Documentation of Training and retraining (page 21).

IX. Annual Periodic Inspections

An employer is required by federal standards to conduct a periodic inspection/review of the lockout/tagout procedures for energy control at least once annually to ensure that the procedure(s) and the requirements of the standards are being followed. This inspection must be performed by an authorized employee other than the individual who utilized the control procedures being inspected.

The purpose of the periodic inspection/review is to correct any deviations or inadequacies identified. A review with each person authorized to lockout equipment is required along with appropriate documentation regarding the machine or equipment on which the energy control procedure was utilized, the date of the review, the employees who were part of the review, and the person performing the review.

X. Documentation of Annual Periodic Inspections

Documentation of annual periodic inspections must be maintained at the facility. Use Form F: Verification of Lockout/Tagout Procedures (page 22) for annual employee verification.

Note: Any training deficiencies identified should be corrected immediately with appropriate documentation on Form E. Documentation of Training/Retraining (page 21).

XI. Testing or Positioning of Machines and Equipment

In situations where lockout or tagout devices must be temporarily removed from the energy isolating device and the machine or equipment energized to test or position the machine or equipment, the following sequence of actions shall be followed:

1. Clear the machine or equipment of tools and materials.
2. Remove employees from the machine or equipment area.
3. Remove the lockout or tagout devices as specified.
4. Energize and proceed with testing and positioning.
5. De-energize all systems, isolate the machine or equipment from the energy source, and re-apply lockout or tagout devices as specified.

XII. Outside Personnel (Contractors)

Whenever outside servicing personnel (contractors) are to be engaged in activities covered by this lockout/tagout program, the facilities primary authorized employee and the outside employer shall inform each other of their respective lockout/tagout programs. The facilities primary authorized employee shall ensure that his/her personnel understand and comply with restrictions and prohibitions of the outside employer's energy control procedures. If the outside employer has no documentation energy control procedures,

they shall ensure that their personnel understand and comply with the procedure established in this program.

XIII. Group Lockout or Tagout

When servicing and/or maintenance is performed by a crew they shall utilize a procedure that affords the employees a level of protection equivalent to that provided by the implementation of a personal lockout or tagout device. The procedure shall include:

1. The primary authorized employee shall attach a multi-lock accepting device to an energy-isolating device.
2. The primary authorized employee shall attach his/her lock to the multi-lock accepting device.
3. Each authorized employee shall affix a personal lockout or tagout device to the multi-lock accepting device when they begin work, and shall remove those devices when they stop working on the machine or equipment being serviced or maintained.
4. The primary authorized employee shall remove his/her lock and the multi-lock accepting device when all service or maintenance has been completed.

XIV. Shift or Personnel Changes

To ensure the orderly transfer of lockout or tagout devices between off-going and oncoming employee and to minimize exposure to hazards from unexpected energization, start-up of the machine or equipment, or release of stored energy, these procedures shall be followed:

1. The oncoming personnel shall notify the off-going personnel that they are ready to begin work on the machine or equipment.
2. All lockout and/or tagout devices attached to the machine or equipment by the off-going personnel shall be removed and immediately replaced with like devices by the oncoming authorized personnel.
3. The primary authorized employee shall ensure that all pertinent coordination between the oncoming authorized personnel begin work on the machine or equipment and that all necessary energy has been rendered safe.