

Title: Lockout/Tagout Program	Document Owner: Brian Blake
Doc Number:	Revision Date: 7/24/2012

Location: TriOak Foods - Oakville, IA

Lockout/Tagout Program For Tri Oak Foods, Oakville, Iowa

Purpose

This program applies to all Tri Oak Foods, Oakville, IA employees affected by or performing maintenance and/or servicing of machines and equipment in which unexpected energization, start-up, or release of stored energy could cause injury to employees. Energy sources can include electrical, hydraulic, pneumatic, mechanical, and chemical.

Definitions

Affected Employee:

An employee whose job requires the operation or use of a machine or equipment on which maintenance is being performed under lockout or tagout, or whose job requires work in an area in which such maintenance is being performed.

Authorized Employee:

An employee who locks out or tags out machines or equipment in order to prepare equipment for, or to perform maintenance on, that machine or equipment. An authorized employee and an affected employee may be the same person.

Supervisor:

The individual who authorizes the lockout or tagout procedure.

Contract Employee:

Individual(s) that do not work for Tri Oak Foods that may service or repair equipment at this facility.

Qualified Employees:

Individuals permitted to work on or near exposed energized parts.

Other Employees:

Employees whose work operations are or may be in an area where energy control procedures may be utilized, shall be instructed about the procedure, and about the prohibition relating to attempts to restart or reenergize machines or equipment which are locked out or tagged out.

Lockout:

A procedure which involves placement of approved lockout equipment and tag(s) on an energy isolating device that ensures the energy isolating device and the equipment being controlled cannot be operated or energized until the lockout device is removed.

Repair or Maintenance:

Activities such as constructing, installing, setting up, adjusting, inspecting, modifying, and maintaining and/or servicing machines or equipment.

Tagout:

A procedure that involves the placement of a tagout device on an energy isolating device to indicate that the energy isolating device and the equipment being controlled may not be operated or energized until the tagout device is removed.

Tagout Device:

A tag and the means of attachment which can be securely fastened to an energy isolating device to indicate that the energy isolating device and the equipment being controlled are not operated or energized until the tagout device is removed.

Implementation and Enforcement

Tom Parchert (Grain)/Fred Bakerink (Mill) is responsible to assure that all elements of this program are followed and that the proper equipment is available and used.

Procedures

Before performing any lock out/tag out procedures, the authorized employee will notify Tom Parchert (Grain)/Fred Bakerink (Mill) or his designate of the purpose of the procedure. The authorized employee will review the specific procedure for the equipment that will be locked or tagged out. Tom Parchert (Grain)/Fred Bakerink (Mill) or his designate must authorize the procedure by signing the authorization form that accompanies each procedure. The name(s) of the employee(s) that have been authorized to complete the procedures must be written on the form. The authorized employee should then complete and initial each step of the written procedure. After the procedure is finished, the completed form should be returned to the office.

Outside Contractors

Outside contractors must be informed of Tri Oak Foods' lockout/tagout procedures. If contractors will be using locks or tags, they should inform your company, so that all affected employees may be notified.

Communication

Communication is a major part of this program. Authorized employees and outside contractors must inform all affected employees (employees that are working with or near the equipment to be locked or tagged out) of the lock out/tagout procedure. This notification is designed to prevent affected employees from trying to operate any equipment that has been locked or tagged out. The affected employees must be notified when the procedure is complete, so they will know when it is safe to resume operation of the equipment. The table on the following page is a list of employees who are authorized to perform lockout/tagout procedures at this facility.

Lock Out Devices

Any lock used for this purpose should be used for lockout procedures only. The name of the employee using the lock should either be written on the lock, or on a tag attached to the lock. Each lock should have only one key. The one key should remain with the employee that is using the lock. If more than one employee is working on a piece of equipment then each employee must apply his or her own lock to the equipment.

Removing Locks or Tags

Locks or tags may be removed only by the individual that place them on the equipment.

General Procedures

Note: Specific procedures for the equipment takes precedent over general techniques.

Only authorized employees shall perform lockout or tagout procedures. The authorized employee shall notify all affected employees. Notification shall be given before the locks or tags are applied, and after they are removed from the machine or equipment.

1. **Preparation for shutdown:** Before an authorized or affected employee turns off a machine or piece of equipment, they shall have knowledge of the type and magnitude of the energy, the hazards of the energy to be controlled, and the method or means to control the energy.
2. **Machine or equipment shutdown:** An orderly shutdown must be utilized to avoid any additional or increased hazard(s) to employees as a result of equipment de-energization.
3. **Machine or equipment isolation:** All energy- isolating devices that are needed to control the energy to the machine or equipment shall be physically located and operated in such a manner as to isolate the machine or equipment from the energy source(s).
4. **Lockout or tagout device application:** The lockout or tagout devices shall be affixed to each energy-isolating device by the authorized employees. Lockout devices, where used, shall be affixed in a manner that will hold the energy in a "safe" or "off" position. Tagout devices, where used, shall be affixed in such a manner as will clearly indicate that the operation or movement of energy-isolating devices from the "safe" or "off" position is prohibited. Where tagout devices are used with energy-isolating devices designed with the capability of being locked, the tag shall be fastened at the same point at which the lock would have been attached. Where a tag cannot be affixed directly to the energy-isolating device, the tag shall be located as close as safely possible to the device, in a position that will be immediately obvious to anyone attempting to operate the device.
5. **Stored Energy:** Following the application of lockout or tagout devices to energy-isolating devices, all potentially hazardous stored energy shall be rendered safe. If there is a possibility of re-accumulation of stored energy to a hazardous level, verification of isolation shall be continued until the servicing or maintenance is completed, or until the possibility of such accumulation no longer exists.
6. **Verification of Isolation:** Prior to starting work on machines or equipment that have been locked out or tagged out, the authorized employee shall verify that isolation and de-energization of the machine or equipment has been accomplished.
7. **Release from Lockout or Tagout:** Before lockout or tagout devices are removed and energy is restored to the machine or equipment, procedures shall be followed and actions

taken by the authorized employee(s) to ensure the following:

- i **The Machine or Equipment:** The work area shall be inspected to ensure that nonessential items have been removed and that machine or equipment components are operationally intact.
 - i **Employees:** The work area shall be checked to ensure that all employees have been safely positioned or removed. Before lockout or tagout devices are removed and before machines or equipment are energized, affected employees shall be notified.
8. **Lockout or Tagout Device Removal:** Each lockout or tagout device shall be removed from each energy isolating device by the employee who applied the device.

Exception:

When an authorized employee who applied a lockout or tagout device is not available to remove it, that device may be removed under the direction of Tom Parchert (Grain)/Fred Bakerink (Mill).

- i Tom Parchert (Grain)/Fred Bakerink (Mill) or his designate will verify that the employee who applied the device is not at the facility.
 - i Tom Parchert (Grain)/Fred Bakerink (Mill) or his designate will make all reasonable efforts to contact the authorized employee to inform him/her that his/her lockout or tagout device has been removed.
 - i Tom Parchert (Grain)/Fred Bakerink (Mill) or his designate will ensure that the authorized employee is notified that his/her lock has been removed when the authorized employee returns to the facility.
9. **Testing or Positioning of machines or 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 the equipment being repaired or maintained, the following procedures will be used.
- i Clear the machine or equipment of tools and materials.
 - i Remove employees from the machine or equipment area.
 - i Remove the lockout or tagout devices.
 - i Energize and proceed with testing or positioning.
 - i De-energize all systems and reapply energy control measures to continue the servicing and/or maintenance.
10. **Outside Personnel (contractors, etc.):** Whenever outside servicing personnel are to be engaged in activities covered by the scope and application of of this program, Tom Parchert (Grain)/Fred Bakerink (Mill) or his designate and the outside employer shall inform each other of their respective lockout or tagout procedures. Tom Parchert (Grain)/Fred Bakerink (Mill) or his designate shall ensure that Tri Oak Foods, Oakville, IA personnel understand and comply with restrictions and prohibitions of the outside employer's energy control procedures. If the outside employer has no documented lockout or tagout procedures, they shall ensure that their personnel understand and comply with the procedures established in this program.
11. **Group Lockout or Tagout:** When servicing and/or maintenance is performed by more than one person, they shall use a procedure, which offers the employees the same protection that is provided by using a personal lockout or tagout device. This shall be accomplished by:
- i The application of a multi-lock accepting device by the primary authorized employee to the energy- isolating device.

- i The primary authorized employee attaching his/her lock to the multi-accepting device.
- i 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.
- i The primary authorized employee removing his/her lock and the multi-lock accepting device when all service or maintenance has been completed.

12. **Shift or Personnel Changes:** To insure the orderly transfer of lockout or tagout devices between off-going and on-coming employees and minimize exposure to hazards from unexpected energization, start-up of the machine or equipment, or release of stored energy, these procedures shall be followed:

- i The on-coming personnel shall notify the off-going personnel that they are ready to begin work on the machine or equipment.
- i All lockout and/or tagout devices attached to the machine or equipment by the off-going personnel shall be removed and immediately replaced with devices by the on-coming authorized personnel.
- i The primary authorized employee shall insure that all pertinent co-ordination between off-going and on-coming personnel has been completed before the on-coming authorized personnel begin work on the machine or equipment and that all necessary energy has been rendered safe.

Supporting Files

 [Lockout/Tagout Log](#)

Uploaded: 10/14/2008