



## Lockout/Tagout – Energy Control Program

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### **PURPOSE:**

This program establishes this company's requirements for the lockout of energy isolating devices whenever maintenance or servicing is done on machines or equipment, in accordance with the requirements of OSHA's 1910.147. It is used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources and locked out before employees perform any servicing or maintenance where the unexpected energization or start-up of the machine or equipment or release of stored energy could cause injury. This program applies to all work operations at Bel Brands USA where employees must deal with lockout/tagout situations as part of their job duties. This procedure establishes this company's requirements for the lockout of energy isolating devices whenever maintenance or servicing is done on machines or equipment, in accordance with the requirements of OSHA's 1910.147. It is used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources, and locked out before employees perform any servicing or maintenance where the unexpected energization or start-up of the machine or equipment or release of stored energy could cause injury.

### **SCOPE:**

The machinery and equipment in this facility that falls under the Control of Hazardous Energy Standard includes the following: all Production and Maintenance machinery and equipment involving electrical or air processes.

Lockout is the preferred method of isolating machines or equipment from energy sources. Tagout is to be performed instead of lockout only when there is no way to lockout a machine. The following pieces of machinery subject to the Control of Hazardous Energy Standard are not able to be locked out and thus must be tagged out: none, all equipment undergoes lockout procedures before the authorized employee moves out of direct eyesight.

### **RESPONSIBILITIES:**

#### **Authorized and Affected Employees**

NOTE- the Little Chute facility does not differentiate between “knowledgeable” and “responsible” Authorized Employees.

All locks have individual identification, with only the Senior Production Supervisor and Maintenance Supervisor have master keys. The locks are color-coded as such:

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- Maintenance - **Green**
- Sanitation – **Red**
- PIV/AWP - **Black**
- Production - **Blue**
- Supervisors - **Gold**

Authorized employees subject to the requirements of this program and to be trained on their duties within it include:

<u>Last Name</u>	<u>First Name</u>
Aguirre	Arturo
Arvizu	Jose G
Beaudoin	Jeff D
Belongia	Cathy
Boehnlein	Daniel
Borst	Raymond
Bouche	Angela
Castaneda	Alberto
Christensen	Jody L
Delgado	Alejandro
Diedrick	Mary T
Erickson	David C
Fermanich	Jerald
Forster	Deborah J
Havemann	Joe
Hemingway	De'Andre O
Hernandez Quintana	Adolfo
Keberlein	Patricia A
Lee	Sao B
Mainville	John
Martinez Rodriguez	Jose L
McDaniel	Sean
Medrano	Victor A
Mendez	Juan

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Menting	Al
Monahan	Patrick
Monte	Glenn J
Morales	Norma
Moravec	Barry M
Nagan	Ronald
Nechodom	Joann L
Offenstein	Scott
Reynoso	Juan
Rios	Tomas
Rock	Bruce E
Schmidt	Cliff
Schumann	Julie
Schwalenberg	Charles
Schwalenberg	Tom
Sengstock	Paul H
Sierra	Rosalinda
Stenberg	Mike
Szprejda	Ryan
Tabaka	Joseph L
Thao	Paoze
Valtierrez	Jorge
Van Deraa	Kevin E
Van Dyke	Steven
Vande Hey	Ron
Vera	Jose Nieves
Verbeten	Peter
Verhagen	Mike
Villagomez	Manuel
Warning	Charles F
Weeks	Randy R
Wichman	Jennifer
Williams	Stephen M
Wyngaard	Terence R

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Affected employees subject to the requirements of this program and to be trained on their duties within it include all other Plant employees.

### **Administrative Duties**

The HR Manager has overall responsibility for coordinating safety and health programs in this company.

The Maintenance Supervisor is the person having overall responsibility for the Lockout/Tagout Program. The Maintenance Supervisor will review and update the program, as necessary. Copies of the written program may be obtained from the Maintenance Supervisor, in Human Resources and Maintenance Departments. Each authorized employee is evaluated annually by a Supervisor/Lead to verify that he/she has retained and uses the knowledge and skills needed to operate safely.

All completed forms go to the Maintenance Coordinator for filing.

### **PROCEDURES:**

Affected employees are notified when their machine is to be locked out according to the following method: affected employees are notified verbally and through signage (see attached example), and the supervisor is also notified.

The machinery and equipment (see **ECP** section) follows these shutdown, isolation, blocking and securing procedures for lockout/tagout: Preparation for shutdown: Before an authorized or affected employee turns off a machine or equipment, the authorized employee 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.

Machine or equipment shutdown: The machine or equipment shall be turned off or shut down using the procedures established for the machine or the equipment. An orderly shutdown must be utilized to avoid any additional or increased hazard(s) to employees as a result of equipment stoppage.

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).

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1) Recording sheet <b>Q3LCJ048 Lockout/Tagout Form</b> to be filled out by the person in charge of work.	
2) Lock out of the equipment.	<ul style="list-style-type: none"> <li>* Use of lock keys and sign boards.</li> <li>* A copy of the <b>Q3LCJ048 Lockout/Tagout Form</b>, once filled, must be kept by the Maintenance personnel performing the job as well as the key of the lock until the job performed is over.</li> </ul>
3) The Maintenance Supervisor gives the person in charge of the work the <b>Q3LCJ048 Lockout/Tagout Form</b> . This sheet must be posted where the lock out is made.	The primary copy is given to the Maintenance Supervisor. Therefore it is easy to track for which work the lock has been used.
4) Work performed	
5) If it is necessary to change the person in charge of the work, signatures must be done on the <b>Q3LCJ048 Lockout/Tagout Form</b> .	
6) End of work.	The person in charge of the work fills out and signs the <b>Q3LCJ048 Lockout/Tagout Form</b> once the work is over.
7) Removal of lockout. Before removing the lockout, the area is checked to verify that : - All equipment are safe for work - All equipment/tools needed for the work performed have been removed - All safety devices/guards have been put back in place - People working on the equipment are waiting in a safe area  Equipment can be turned on.	Recovery of locks and signs boards used for the lockout of the work. Fill and sign the lockout removal on the <b>Q3LCJ048 Lockout/Tagout Form</b> . The copy with the Maintenance Supervisor doesn't need to be kept, the primary copy is filed.

The machinery and equipment listed (see **ECP** section) follows these lockout placement, removal, transfer, and responsibility procedures: Lockout or tagout device application:

- Lockout or tagout devices shall be affixed to each energy-isolating device by authorized employees.

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- Lockout devices, where used, shall be affixed in a manner that will hold the energy isolating devices 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 attachment 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.

Stored energy: Following the application of lockout or tagout devices to energy isolating devices, all potentially hazardous stored or residual energy shall be relieved, disconnected, restrained, and otherwise 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.

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 have been accomplished, even though isolation is performed prior to shutdown and is checked at that point. 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:

- The machine or equipment. The work area shall be inspected to ensure that nonessential items have been removed and to ensure that machine or equipment components are operationally intact.
- The work area shall be checked to ensure that all employees have been safely positioned or removed.

After lockout or tagout devices have been removed and before a machine or equipment is started, affected employees shall be notified that the lockout or tagout device(s) have been removed.

Lockout or tagout devices removal: each lockout or tagout device shall be removed from each energy-

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isolating device by the employee who applied the device. *Exception:* when the authorized employee who applied the lockout or tagout device is not available to remove it, that device may be removed by the Senior Production Supervisor, Maintenance Supervisor, or direct designee. The procedure includes the following elements:

- Verification that the authorized employee who applied the device is not at the facility;
- Making all the reasonable efforts to contact the authorized employee to inform him/her that his/her lockout or tagout device has been removed;
- Ensuring that the authorized employee has this knowledge before he/she resumes work at that facility.
- A **Q3LCJ047 Lockout Tagout Removal Form** must be completed.

Ensure that the equipment is disconnected from the energy source(s) by:

1. Checking that no personnel are exposed, then
2. Verifying the isolation of the equipment by operating the push button or other normal operating or startup control(s) to make certain the equipment will not operate.
3. Return the operating control(s) to neutral or "off" position after verifying that the equipment is isolated. The machine or equipment is now locked out and servicing or maintenance may safely begin.

### Energy Control Procedures (ECP)

Maintenance maintains the **Q3LCJ049 Lockout Tagout -- Energy Control Points (ECP) Manual**, a controlled document which contains equipment-specific LOTO procedures. This binder can be located in the Production Supervisors' office and electronically at:

N:\HR - FSSC 22000 Documents\Safety \Lockout Tagout

The ECPs are reviewed if a significant change is made to the equipment or process, or if an incident or accident involving LOTO has occurred with the equipment. Otherwise, ECPs are reviewed annually for accuracy, managed through an SAP PM. See **Periodic Inspection** below are more details.

See **Training** regarding ECP initial and refresher training.

### “Out of Service” Equipment

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Machines and equipment that are taken "Out of Service" for reasons other than to control hazardous energy must use utility locks and an "Out-of-Service" tag.

***LOTO devices are not to be used for any purpose other than for LOTO.***

### Training (LOTO and ECP)

#### *Authorized Employees*

As soon as the first day is scheduled for a new or transfer employee, we make arrangements to schedule lockout/tagout training session(s) to ensure that employees who need training receive it prior to using energy control procedures or conducting lockout/tagout activities.

Their Supervisor presents general training according to specifications in the OSHA regulations and presents employees with workplace-specific training in individual energy control procedures, energy control devices, and lockout/tagout devices, as necessary.

We use classroom training, as well as on-hand training on individual machines.

#### *Affected and Other*

All non-Authorized employees fall under these 2 categories. Initial training for these categories occurs whenever a new employee is hired and covers the purpose and use of LOTO.

#### *Retraining*

We identify the employees who will need lockout/tagout retraining at the following times:

- Whenever there is a change in job assignments, a change in machines, equipment or processes that present a new hazard, or when there is a change in the energy control procedures
- Whenever there the employer has reason to believe that there are deviations from or inadequacies in the employee's knowledge or use of the energy control procedures

### Periodic Inspection

An annual inspection is done, looking at the Energy Control Procedures performed to ensure that the procedure and requirements of the standard are being followed. This inspection is an OSHA-mandated regulations change.

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Where lockout and tagout is used for energy control, the periodic inspection shall include a review, between the inspector and each authorized employee, of that employee's responsibilities under the energy control procedure being inspected.

Where tagout alone is used for energy control, the periodic inspection shall include a review, between the inspector and each authorized and affected employee, of that employee's responsibilities under the energy control procedure being inspected.

The periodic inspection is regulated through an SAP PM, using a JJKeller Lockout Tagout Periodic Inspection form. The completed forms are filed with the Maintenance Coordinator.

### Appendix

- [Q3LCJ047 Lockout Tagout Removal Form](#)
- [Q3LCJ048 Lockout/Tagout Form](#)
- Example of a LOTO tag
- JJKeller Lockout Tagout Periodic Inspection form
- [Q3LCJ049 Lockout Tagout -- Energy Control Points \(ECP\) Manual](#)

### Document Revision History:

<b>Document Author:</b> Jeff Kuchelmeister	<b>Date Created:</b> 09/20/10
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Revision:	Sec./Para. Changed:	Change Made:	Effective Date:
2	Whole Document	Format change	02/28/12
3	Procedures	Addition of table	08/28/12
4	Whole Document	HR personnel replacement	12/28/12
5	Whole Document	Personnel Update	12/30/13
6	Responsibilities	Authorized personnel updated	03/18/14
7	Whole Document	Lock color codes added & Q3LCM509-FR Lockout Removal Form	10/23/14
8	Whole Document	Name removal	01/19/15
9	Procedures	Addition of new form	05/05/15

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10	Responsibilities	Authorized personnel updated	05/06/15
11	Whole Document	Job title update	05/06/15
12	Responsibilities	Who gets completed forms	05/11/15
13	Responsibilities	Updated employee list	05/18/15
14	Procedures	Clarified who is authorized to remove locks & added ECP & “Out of Service” sections	06/25/15

### **Document Distribution**

Location	Number of copies
Safety Manual	1
KII	Electronic

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