# Lock Out – Tag Out (LOTO) Awareness Catering

The purpose of Lockout/Tagout is to keep employees safe while servicing equipment.

- Lockout refers to blocking energy flow from a power source to the equipment and keeping it blocked.
- Tagout refers to placing a tag on the power source to warn against energizing the source.
- ALL devices shall indicate the identity of the employee applying the device.

SONOCO affected employees are notified when a lockout procedure is beginning in their area and when it is completed. Never energize or tamper with any equipment that has been locked out or tagged out. All authorized employees must strictly adhere to all guidelines of their respective LOTO policy, including shut down procedures, maintenance/repair or restart processes.

SONOCO does NOT employ any authorized employees, regardless of previous training. No SONOCO employee should apply, remove or otherwise tamper with any lock out or tag out device; only be aware of the use in the work area and have the knowledge to steer clear and not tamper with LOTO operations.

Equipment, tools and machinery not in compliance with regulatory requirements shall be identified as unsafe by tagging or locking the controls to render them inoperable or shall be removed from the place of operations. Types of energy include but are not limited to: electric, steam, hydraulic, tension, gravity, etc.

SONOCO employees are never to attempt to repair any equipment. Report any equipment repair needs to your Steward or supervisor. The Steward will report the problem to our customer, or refer it to this office for correction.

Only qualified (by either training or experience) employees are permitted to operate galley equipment or machinery.

Frequent and regular inspections of job sites, materials, equipment and energy control procedure are to be conducted by field supervisors and/or the Safety Department. Inspections must be conducted and documented at least annually.

**Training Requirements**

Training shall be given to all affected, authorized and qualified employees. Training shall be conducted upon initial assignment and as necessary whenever a change in job assignment, equipment or process or procedures occurs; based upon program reviews.

All trained employees must be documented with date of training or retraining by signature of certified instructor and be maintained at facility or electronically for distribution.

Affected employees shall be trained on:

1) Recognition of when the control procedure is being implemented.
2) The purpose of the procedure.
3) The importance of not attempting to start up or use equipment that has been locked or tagged out.

**Contractor/Operator**

SONOCO may be involved with or affected by the energy control procedures of the Operator. SONOCO must submit procedures to each facility manager. Each employer must ensure that their personnel understand and comply with all restrictions and prohibitions of the respective programs.

**Enforcement Policy:**

Supervisory personnel shall effectively enforce compliance with the lockout/tagout policies and procedures as set forth in this document. The chain of command shall be followed when discipline is required. Each supervisor is responsible for the actions of their subordinate employees. Any employee violating these procedures or policies shall be disciplined. Supervisors shall be subject to the same disciplinary actions as their subordinate employees.

**Definitions:**

Definitions that all employees should be familiar with related to LOTO program and standards are located on page three (3) followed by the written policy on page 4.

## LOTO Definitions:

Authorized Employee: Person who locks or tags machines/equipment to perform servicing. They shall be knowledgeable about the lockout procedure for each piece of equipment, the type and magnitude of the energy that each piece of equipment uses, and the hazards of the energy.

Affected Employee: One who is required to use machine/equipment on which servicing is performed under lockout/tagout or who must work in such an area. The affected employee shall be knowledgeable about the purpose and the use of the energy control procedure and the prohibitions against attempting to restart the equipment during the lockout.

Qualified Employee: Person, i.e. electrician, who is knowledgeable about electrical energy hazards and lockout procedures. Only qualified and authorized employees may lockout or tagout machines or equipment.

Capable of Being Locked Out: An energy-isolating device is capable of being locked out if it has a hasp or other means of attachment to which or through which a lock can be affixed, or has a locking mechanism built into it.

Energy-Isolating Device: A mechanical device that physically prevents the transmission or release of energy including, but not limited to: a manually operated electrical circuit breaker, a disconnect switch, a manually operated switch by which the conductors of a circuit can be disconnected from all ungrounded supply conductors and in addition no pole can be operating independently, a line valve, a block or isolate energy. Push buttons, selector switches and other control circuit type devices are not energy-isolating devices.

Lockout: The placement of a lockout device on an energy-isolating device in accordance with an established procedure, ensuring that the energy-isolating device and the equipment being controlled cannot be operated until the lockout device Is removed.

Lockout Device: A device that uses a positive means (such as a key lock) to hold an energy-isolating device in a safe position and prevent the energizing of a machine or equipment. Blank flanges and bolted slip blinds are included.

Tagout: The placement of a tagout device or an energy-isolating device in accordance with an established procedure to indicate that the energy-isolating device and the equipment being controlled may not be operated until the tagout is removed.

Tagout Device: A prominent warning device (such as a tag) and a means of attachment that can be securely fastened to an energy-isolating device in accordance with an established procedure to indicate that the energy-isolating device and the equipment being controlled may not be operated until the tagout is removed.

Energy Source: Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal or other energy.

## LOCKOUT/TAGOUT WRITTEN PROGRAM

RESPONSIBILITY

Appropriate employees shall be instructed in the safety significance of the lockout (or tag out) procedures, as well as how to use those procedures, by the HS&E Department. Only authorized employees may lockout or tag out machines or equipment. Authorized persons will instruct affected employees and any other employees who may be in the area of operations that may be affected by the lockout or tag out procedures.

**LOCKOUT/TAGOUT PROCEDURE**

These guidelines are intended for locking out and tagging out equipment requiring maintenance.

1. A thorough job planning meeting is required in which all personnel affected by the operation are notified and all hazards associated with this operation shall be discussed. Notify all affected employees that a lockout or tag out system is going to be utilized and the reason thereof. The authorized employee shall know the type and magnitude of energy that the machine or equipment utilized and shall understand the hazards thereof.
2. Shutdown the equipment by normal stopping procedures. Operate the equipment to be sure it is off.
3. Operate the switch, valve, or other energy isolating device(s) so that the equipment is isolated from its energy source(s). Stored energy shall be dissipated or restrained by methods such as repositioning, blocking, bleeding down, etc.
4. All sources of energy shall be isolated. Lockout and/or tag out the energy isolating devices with assigned individual lock(s) or tag(s).
5. Authorized employees shall affix lockout or tag out devices to each energy-isolating device.
6. Lockout devices used, shall be affixed in a manner that will hold the energy isolating devices in a safe or off position. NOTE: Combination locks are prohibited.
7. Make a list of all locks and tags and their locations. This list is to be kept and utilized to ensure all locks and tags are removed and accounted for prior to attempting start up.
8. Tag out devices 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 shall not occur.
9. Where a tag cannot be affixed directly to the energy isolating device, the tag shall be located as close and as safely as possible to the device in a position that will be immediately obvious to anyone attempting to operate the device.

**VERIFICATION OF LOCK-OUT**

It is mandatory that all lock-out methods be tested after each application and prior to any maintenance being performed. For example, if a breaker has been locked, an attempt to operate the breaker with the lock in place shall be made, followed by a test by activating the local switch to see if the equipment starts. If switch activation is not possible, the proper testing equipment shall be used to test the circuit. All valves that are locked-out shall be tested to verify the integrity of the lock-out mechanism by an attempt to open the valve. This verification of lock-out should be checked periodically if it is possible that the equipment could be re-energized or re-pressurized. Take any or all of the following steps to ensure that all stored energy has been released prior to performing maintenance:

1. Inspect equipment to ensure all parts have stopped moving.
2. Relieve trapped pressure and leave vent valves open.
3. Install ground wires if necessary.
4. Release tension on springs or block the movement of spring driven parts.
5. Block or brace parts that could fall because of gravity or from loss of hydraulic/pneumatic pressure.
6. Dissipate extreme heat or wear protective clothing.
7. If stored energy can re-accumulate, monitor it to make sure it remains at safe levels.

After ensuring that no personnel are exposed, and as a check on having disconnected the energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate. Always ensured that affected areas are clear of all personnel prior to test. The equipment is now locked out or tagged out.

## GROUP LOCKOUT/TAGOUT

If more than one individual is required to lockout or tag-out equipment, each shall place his/her own personal lockout device and tag on the energy isolating device(s). When an energy isolating device cannot accept multiple locks or tags, a multiple lockout or tag-out hasp may be used. As each person no longer needs to maintain his/her lockout protection, that person will remove his/her lock from the device. **The person in charge of the operation shall NOT remove his/her lock until all other locks have been removed.** This authorized employee has primary responsibility for a set number of employees working under the protection of a group lockout or tagout device.

1. This procedure will be reviewed with all personnel affected or authorized by the group lockout/tag out prior to implementation of any job.
2. One authorized employee will coordinate the lockout/tag out procedure for all group lockout/tag outs.
3. Each employee will affix his or her lock or tag to the equipment being services or having maintenance performed.
4. No employee will be allowed to remove another employee's lock or tag.
5. Each employee will remove their own lock or tag when their part of the operation is completed.
6. When servicing or maintenance will involve more than one shift, the off-going shift shall provide the incoming persons with all information regarding the status of the lockout/tag out operation, (i.e., lists of locks and tags, progress of maintenance operations, persons involved, etc.).
7. When equipment has room for one lock only, the coordinator of the procedure will place the lock on the equipment and place the key in a cabinet or box and each employee will affix their lock to the cabinet or box.

## START-UP GUIDELINES

Prior to removal of lock-out/tag-out devices and start-up of equipment, the following steps shall be completed.

1. Inspect the work area to ensure that nonessential items have been removed and do not present a hazard. Replace any mechanical guards that have been removed prior to maintenance.
2. Inspect the work area to ensure that all employees have been safely positioned or removed.
3. Notify affected employees of impending start-up.
4. Utilize the list of all lock and tag locations to remove and account for all tags and locks.
5. Note and discuss any precautions required during start-up.
6. Perform start-up operation.
7. Review and critique each maintenance operation performed to identify any problems or hazards encountered and resolve before initiating the next maintenance operation. Problems or hazards encountered should be addressed in safety meetings and communicated to the HS&E Department..

## CHANGE OF WORK SHIFTS

Crew Change – In cases of crew changes where the person who begins activities requiring lock-out/tag-out guidelines will be relieved by persons on an incoming crew change, the person leaving shall provide the incoming person with all information regarding the status of the lock-out/tag-out operation, i.e. List of locks and tags, progress of maintenance operation, people involved, etc. Lists shall be upgraded, locks shall be reassigned, and all changes, responsibilities and status of procedure shall be reviewed and communicated to on coming personnel.

**TRAINING**

The HS&E Department will provide training on lockout/tag out. Authorized and affected employees will be trained in the following:

1. Review of the requirements of 1910.147, Control of Hazardous Energy.
2. Type and magnitudes of energy sources.
3. The limitations of tag out.
4. Lockout and/or tag out procedures for the isolation of energy sources.
5. Procedures for removing locks and/or tags.
6. Procedures for restoring energy.
7. Authorized employees will be given training prior to any initial involvement in lockout/tag out procedures and every two years thereafter there after.
8. Affected employees will be given training at the time of hiring and every two years thereafter.
9. Retraining will be given whenever there is a change in job assignment, a change in equipment or processes that would create a new hazard or whenever a change would occur in the Hazardous Energy Control Procedures.
10. A list of employees trained and dates of their training will be maintained by the HS&E Department.

**ANNUAL INSPECTION**

Each year the HS&E department will conduct a review of the Hazardous Energy Control Procedures through observation of lock-out / tag-out being performed and through the completion of the Lockout Tag out Annual Inspection Form.

**OUTSIDE SERVICE OR CONTRACTOR PERSONNEL**

Outside personnel or contractors that may be affected by the lockout/tag out procedures shall be notified of the procedure and the contractor shall insure that its affected employees are trained and informed of the procedures or they will not be allowed in the affected area.

## Lockout / Tag out Annual Inspection Certification Form

Sequence of Applying Energy Controls:

Indicate if the sequence of applying energy controls was followed by checking the appropriate line.

_____ 1. Energy isolation was applied only by an authorized employee.

_____ 2. All affected employees were notified.

_____3. Equipment was prepared for shut down (types and level/quantity of energy and hazards involved).

_____4. Equipment is properly shut down using correct operating controls.

_____5. Equipment was isolated (operate all energy devices to assure that the equipment is isolated from the energy source).

_____ 6. Lockout and tag out devices were applied.

_____7. Provision were made for control of stored energy (stop all moving parts, install ground wires, relieve pressure, release tension springs, block hydraulic parts, bleed lines down, blind or blank flanges, watch for stored energy to re-accumulate).

_____8. Isolation of equipment was verified (clear of personnel and equipment).

_____9. Work was performed while watching for any work operations that could reactivate the equipment.

_____10. Upon completion, affected employees were notified prior to reactivation. Prior to test, all unnecessary tools were removed from the work area and it was assured that everyone was clear of the equipment. The lockout was removed and the system re-energized.

COMMENTS: (Note any inadequacies or deviations in procedures and list recommendations for correction). _____

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Inspector Authorized Employee Date