



13.1 Policy Statement

At All States Materials Group our employees are our most important asset. With this in mind, we have developed the following Lockout/Tagout Procedures to be utilized when performing maintenance and/or service to machines and equipment at any of our worksites.

All employees are required to comply with the restrictions and limitations imposed during a lockout/tagout operation. All Authorized Employees are required to perform the lockout/tagout in accordance with this procedure. All employees, upon observing a machine or piece of equipment that is locked and tagged out, shall **not** attempt to start, energize, or use that machine or piece of equipment under any circumstances.

13.2 Definitions

- **Affected Employee:** An employee whose job requires him/her to operate or use a machine or piece of equipment on which servicing or maintenance is being performed under lockout/tagout procedures, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.
- **Authorized Employee:** A person who locks out or tags out machines or equipment in order to perform servicing or maintenance on that machine or piece of equipment. An affected employee becomes an authorized employee when that employee's duties include performing servicing or maintenance covered under these procedures.
- **Energy Isolating Device:** A mechanical device that physically prevents the transmission or release of energy, including but not limited to the following:
 - Manually operated circuit breaker
 - Disconnect switches
 - A manually operated switch by which the conductors of a circuit can be disconnected from all ungrounded supply conductors, and no pole can be operated independently.
 - A line valve
 - A block
 - Any similar device used to block or isolate energy.
 - ***Push buttons, selector switches and other control circuit type devices are not energy isolating devices.**
- **Energy Source:** Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal or other energy.
- **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 utilizes a positive means such as a lock to hold an energy isolating device in a safe position and prevent the energizing of a machine or equipment. Included are blank flanges and bolted slip blinds. The device shall be the only device used for controlling energy and shall not be used for other purposes and shall be Durable, Standardized, Substantial, and Identifiable.
- **Tagout:** The placement of a tagout device (a tag or other prominent warning device and a means of attachment) on an energy isolation device to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.
- **Tagout Device:** A prominent warning device, such as a tag and a means of attachment, which 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 device is removed.

13.3 Lockout Administration

- Each facility is to perform a comprehensive survey to locate and identify all isolating devices to be certain which switch(s), valve(s) and other energy isolating devices apply to the machine or piece of equipment to be locked and/or tagged out. **More than one** energy source (electrical, mechanical, hydraulic, or others) may be involved.
- Each ASMG Facility shall maintain a list of equipment along with step-by-step procedures utilized to perform Lock Out / Tag Out to ensure that personnel may perform the servicing or maintenance without endangering the employee.
- The Facility shall review each machine's lockout procedures annually and whenever a new machine or equipment is put into service, or an older one is rebuilt or modified.
- Documentation of annual machine specific lockout procedures and reviews shall be sent to the Safety Manager.

13.4 Lockout/Tagout Procedures

- Notify all affected employees that servicing or maintenance is required on a machine or piece of equipment, and that the machine or equipment must be shut down prior to being locked out to perform the servicing or maintenance.
- The authorized employee shall refer to the Lock Out/Tag Out procedure (list) for the machine or piece of equipment; to identify the type and magnitude of the energy that it utilizes, shall understand the hazards of the energy, and shall know the methods to control this energy. If the machine or piece of equipment is operating, shut it down utilizing normal stopping procedures (depress stop button, open switch, close valve, etc.).
- Activate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s).
- Lock out the energy isolating device(s) with assigned individual lock(s), the design, purpose, and use of which the employee shall have been trained prior to use. One cannot utilize another's lock for his/her



protection. If more than one employee or contractor is working on a machine or piece of equipment, a lock for each such person must be utilized.

- Lockout devices 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.
- The lockout device shall be used unless lockout is not possible, and then tagout will be used. The tagout device shall be non-reusable, attached by hand, self-locking, and non-releasing with a minimum unlocking strength of no less than 50 pounds and must be at least equivalent to an all-environment tolerant nylon cable tie. Stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc. Once the machine or piece of equipment has been locked out and stored or residual energy dissipated or isolated, the authorized employees must attempt to start the piece of equipment or machine to verify that the lockout has been successful.
- Prior to starting work on machines or equipment that have been locked or tagged out, the authorized employee shall verify that isolation & deenergization of the machine or equipment has been accomplished.
- **Restoring Machine/Equipment to Service** - When the servicing or maintenance is completed, and the machine or equipment is ready to return to normal operating condition, the following steps shall be taken:
 - Check the machine or equipment and the immediate area around the machine or equipment to ensure that nonessential items have been removed, and that the machine or equipment components are operationally intact.
Check the work area to ensure that all employees have been safely positioned or removed from the area.
 - Notify all affected employees of the pending start-up of the equipment or machine.
 - Verify that the controls are in the off position.
 - Each lockout/tagout device shall be removed **only** by the employee who **placed** that lockout/tagout device. No other person has the authority to remove another person's lockout/tagout device.



- Re-energize the machine or piece of equipment utilizing normal start-up procedures for that machine or piece of equipment.
- Notify affected employees that the servicing or maintenance is completed, and the machine or equipment is ready to use.

13.5 Removal of a Lockout Device by Another

- Verification by the supervisor that the authorized employee is not on the job site.
- Reasonable efforts shall be made to contact the authorized employee to return to the site and remove the device.
- If having the employee return is impractical or the employee cannot be contacted, the lockout/tagout device shall be removed by physical means (bolt cutters, torch, etc.) and destroyed.
- The authorized employee shall be informed of the removal of his/her lockout/tagout device before that employee returns to work.
- This process shall be thoroughly documented in writing and submitted to the Safety Manager.

13.6 Special Lockout/Tagout Procedures for Quarries, Pits, and Asphalt Plants

- **Each control room** or area shall have a lockout board with lockout hasps and locks each labeled with the control or area name.
 - The Lockout Checklists for each piece of equipment or machine shall be maintained in the control room and provided to the employee for servicing or performing maintenance.
- **The Area Operator shall** be contacted and told what equipment must be locked out.
 - After shutting down the piece of equipment or machine through the normal process, the area operator shall lockout the piece of equipment or machine using one of the marked hasps and locks for that area.
 - If there is no operator on site, an area supervisor or someone else with the knowledge of the equipment shall perform the lockout. All lockouts shall be at the energy isolation devices.
 - The authorized employee(s) who is to work on the piece of equipment or machine is to place his/her assigned lock(s) on the hasp that was installed by the operator.
- **Stored or residual energy** (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.
 - Once the machine or piece of equipment has been locked out and stored or residual energy dissipated, the authorized employees must attempt to start the piece of equipment or machine to verify that the lockout has been successful.



- **Keys** to the control room lockout hasps as described above shall be hung on the control room lockout board; employees assigned an individual hasp need to keep the key in their possession.
 - Only one key will be available for each lock; spare keys will be kept secured by the Facility Manager.
 - A message in the Lock Out Tag/Out Log shall be left by the person installing the control room lockout stating what is locked out, why, and who is working on it.
- **Upon completion**, the employee shall follow the Restoring machine or equipment to service part of this section.

13.7 Training

- Training is provided to ensure that the purpose and function of the energy control program are understood by employees and that the knowledge and skills required for the safe application, usage, and removal of energy controls are acquired by employees. Training will be documented to include the employees' name and date of training.
- Retraining is provided whenever there is a change of job assignments, a change in machines, equipment or processes that present a new hazard, or when there is a change in energy control procedures. Additional retraining shall also be conducted whenever a periodic inspection reveals, or whenever 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.