

Function of Beauty 5570 Snyderstown Rd. Paxinos, PA 17824

ENERGY CONTROL/ LOCKOUT TAGOUT PROGRAM

1.0 Introduction

- 1.1 This manual outlines the requirements for the control of hazardous energy (lockout/tagout) as required by OSHA standard 29 CFR 1910.147. The standard requires controls be utilized to guard against the unexpected energizing, start-up or release of stored energy in machines and equipment that are being serviced. All energy sources must be isolated and rendered inoperative before maintenance or servicing can begin. The release of such energy could cause significant harm or death.
- 1.2 To isolate and render an energy source inoperative, a lockout device, lock and a warning tag must be used to lock the energy source out and warn against re-energizing the equipment being serviced. Every employee that will be working on the machine must apply a lock and/or tag to the energy isolating device. It is the duty of each employee to become familiar with this program and to follow stated procedures.

2.0 Scope

Function, Inc is committed to providing employees the tools necessary to ensure a safe workplace. This policy applies to all employees and the lockout/tagout (LOTO) procedures outlined in this policy should be followed every time the following activities are being engaged: installing, adjusting, repairing, servicing, cleaning, testing, inspecting or upgrading of machinery or equipment. There are other activities that could require the LOTO procedures and employees should inquire with their area supervisor when in doubt.

3.0 Definitions

- 3.1 Affected employee - An employee whose job requires him/her to operate or use a machine or equipment on which servicing, or maintenance is being performed under LOTO, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.
- 3.2 Authorized employee - An employee who locks or tags out machines or equipment to perform servicing or maintenance on that machine or equipment. An affected employee becomes an authorized employee when that employee's duties include servicing or maintenance covered under this section. Authorized employees will be given such responsibilities when the Safety Department has determined appropriate training and knowledge has been received.
- 3.3 Energized - Connected to an energy source or containing residual or stored energy.
- 3.4 Energy source - Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.
- 3.5 Lockout -The placement of a lockout device on an energy isolating device, in accordance with the procedure stated in this policy, ensuring that the energy

isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

- 3.6 Lockout device -A device that utilizes a positive means such as a lock, either key or combination style, to hold an energy isolating device in the safe position and prevent the energizing of a machine or equipment.
- 3.7 Tagout - The placement of a tagout device on an energy isolating device, in accordance with the procedure stated in this policy, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

4.0 Responsibilities / Training

4.1 EHS Department

- 4.1.1 Will provide training via training videos, classroom, and provide toolbox talks for shift supervisors. Update this policy and any other viable means necessary. Employee training will be certified and kept up-to-date. Retraining shall be provided for all authorized and affected employees whenever there is a change in their job assignments, a change in machines, equipment or process that presents a new hazard, or when there is a change in energy control procedures. Retraining shall establish employee proficiency and introduce new or revised control methods and procedures as necessary.
- 4.1.2 Will ensure required reviews and inspections are completed according to this policy.
- 4.1.3 Will conduct a review of this policy and stated procedures on at least an annual basis to ensure the safety of employees and compliance with OSHA's standard. The inspection will include a review, between the Safety Department and each authorized employee, of that employee's responsibilities under the energy control procedure being inspected. The employer shall certify that the periodic inspections have been performed. The certification shall identify the machine or equipment on which the energy control procedure was being utilized, the date of the inspection, the employees included in the inspection, and the person performing the inspection.
 - 4.1.3.1 Documentation of review shall include the machines or equipment on which LOTO was used, date of the inspection, employees involved in the inspection, and name of inspecting employees.
- 4.1.4 Will provide locks and appropriate lockout devices to authorized employees.
 - 4.1.4.1 Distribution of locks is covered in section 14 of this procedure.

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4.1.5 Will provide and maintain administrative LOTO outlined in section 13 of this procedure.

4.2 Maintenance Manager

4.2.1 Will approve of employees to perform LOTO and assign required work.

4.2.2 Appoint primary responsibility to one authorized employee when group lockout is performed.

4.2.3 Will also perform removal of locks and tags when the authorized employee is unable to perform such a task. (See Section 9 LOTO Release)

4.2.4 Will be responsible for the exchange of LOTO procedures with outside contractors and provide appropriate training of outside contractor's procedures to our employees.

4.3 Authorized Employees

4.3.1 Will apply and remove locks and tags according to this policy and will perform independent verification of LOTO when required.

4.3.1.1 Distribution of locks to certain employee groups is covered in section 14.

4.3.2 Will notify Affected employees before they begin LOTO on machinery and equipment.

4.3.3 Will assist with the yearly review process of this program and items in Section 4.1.3.

4.4 All Employees

4.4.1 It is the duty of each employee to become familiar with this program and to follow stated procedures.

5.0 Energy Assessment

5.1 The Safety Specialist and Maintenance Manager will complete an energy assessment for all machinery and equipment located throughout the company. The energy assessments will be used to write specific instructions on lockout/tagout for machines and or equipment determined by the Safety Specialist and Maintenance Manager. The procedures for lockout/Tagout will be documented in the Appendixes.

6.0 Procedures

6.1 Preparation for shutdown

All affected employees must be notified that a LOTO is going to be utilized. Before the authorized employee turns off the 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.

6.2 Machine or equipment shutdown

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

6.2 Machine or equipment isolation

All energy isolating devices that are needed to control all energy to the machine or equipment shall be provided by the Safety Specialist and Maintenance Manager. Devices shall be operated in such a manner as to isolate the machine or equipment from the energy source(s).

6.3 Lockout or Tagout Device Application

1. Lockout or tagout devices shall be affixed to each energy isolating device by authorized employees.
2. Lockout devices, where used, shall be affixed in a manner that will hold the energy isolating devices in a "safe" or "off" position.
3. 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.
4. 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.
5. 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.

6.4 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.

6.5 Verification of isolation

Prior to starting work on machines or equipment that have been LOTO, authorized employees must verify the proper placement of the energy isolating device and the de-energization of the equipment. Authorized employees shall perform any equipment specific test to confirm that any hazardous energy has

been released. After testing, all operating controls shall be returned to the “safe” or “off” position.

7.0 LOTO Rules

- 7.1 Each building, location, etc. utilizing this policy for the control of hazardous energy, must establish and document site-specific procedures for the isolation of energy for all machinery and equipment in that area. The procedures should follow those outlined in this policy. (See section 6)
- 7.2 For the safety of our employees and to comply with OSHA's standard, locks used for LOTO must be uniform by color, shape or size. This uniformity of locks, company-wide, will ensure that all employees know when a lockout is in place. The type of locks used for LOTO can only be used for lockout and cannot be used for any other purpose in our facilities.
- 7.3 No employee shall remove another employee's lock or tag. (See Section 4)
- 7.4 Service on any LOTO machine or equipment shall not be performed by any employee other than the authorized employees.
- 7.5 If an energy isolating device is capable of being locked out, the authorized employee should perform lockout according to the procedures listed in (section 6). If the Safety Specialist or Maintenance Manager can demonstrate that the use of the tagout procedure will provide their employees full protection from the hazardous energy source, then a tagout is permissible.
- 7.6 When a tagout device is used on an energy isolating device that is capable of being locked out, the tagout device shall be attached at the same location that the lockout device would have been attached.
- 7.7 Tags are essentially warning devices affixed to energy isolating devices, and do not provide the physical restraint on those devices that is provided by a lock.
- 7.8 When a tag is attached to an energy isolating device, it is not to be removed except by the authorized employee responsible for it, (See Section 4) and it is never to be bypassed, ignored, or otherwise defeated.
- 7.9 Tags must be legible and understandable by all authorized employees, affected employees, and all other employees whose work operations are or may be in the area, to be effective.
- 7.10 Tags and their means of attachment must be made of materials which will withstand the environmental conditions encountered in the workplace.
- 7.11 Tags may evoke a false sense of security, and their meaning needs to be understood as part of the overall energy control program.
- 7.12 Before any work or maintenance is performed on plug-and-cord connected equipment, either portable or fixed, employees will unplug the equipment from its power source (This includes blade change out on any power saw), or, lockout the power source. If you are unable to maintain control of, or are out of sight of, the plug before maintenance is complete, attach a lockout or tag to the plug.

- 7.13 Interlocks will not be relied on for safety or to meet the requirements for LOTO. The equipment or machinery must be locked out individually.

8.0 Devices

- 8.1 Specialized LOTO devices shall be purchased and kept within the maintenance department, building, location, etc. The Maintenance Manager will work with the Safety Specialist to determine the appropriate devices needed for all equipment within each area.
- 8.2 Devices shall be used for no other purpose than LOTO.
- 8.3 Lockout and tagout devices shall be capable of withstanding the environment to which they are exposed for the maximum amount of time that exposure is expected.
- 8.4 Tagout devices shall be constructed and printed so that exposure to weather conditions or wet and damp locations will not cause the tag to deteriorate or the message on the tag to become illegible.
- 8.5 Tags shall not deteriorate when used in corrosive environments such as areas where acid and alkali chemicals are handled and stored.
- 8.6 Lockout and tagout devices shall be standardized based on type; and additionally, in the case of tagout devices, print and format shall be standardized.
- 8.7 Lockout devices shall be substantial enough to prevent removal without the use of excessive force or unusual techniques.
- 8.8 Tagout devices, including their means of attachment, shall be substantial enough to prevent inadvertent or accidental removal. Tagout device attachment means shall be of a non-reusable type, attachable by hand, self-locking, and non-releasable with a minimum unlocking strength of no less than 50 pounds and having the general design and basic characteristics of being at least equivalent to a one-piece, all environment-tolerant nylon cable tie.
- 8.9 Lockout devices and tagout devices shall indicate the identity of the employee applying the device(s).
- 8.10 Tagout devices shall warn against hazardous conditions if the machine or equipment is energized and shall include a legend such as the following: Do Not Start. Do Not Open. Do Not Close. Do Not Energize. Do Not Operate.

9.0 Release from LOTO

- 9.1 After completing required maintenance/service, the authorized employee(s) shall use the following procedures to remove LOTO devices and return operations back to normal.
- 9.2 Inspect area to ensure nonessential tools have been removed and that all personnel are clear of the equipment.
- 9.3 Inspect equipment to ensure that machine or equipment components are operationally intact.
- 9.4 Notify affected and other employees that the LOTO devices are being removed and the machine or equipment is ready to be energized.
- 9.5 Each authorized employee shall remove their respective LOTO device. Employees are not permitted to remove anyone's LOTO device but their own. (See Section 4)

- 9.6 When the authorized employee who applied the lockout or tagout device is not available to remove it, that device may be removed under the direction of the Safety Specialist and Maintenance Manager. Specific training and procedures for such removal is required and shall be provided. The procedures and training shall be documented. The documentation shall demonstrate that safety equivalent to the original process of having only the authorized employee remove the device is maintained. The specific procedure shall include at least the following elements:
- 9.6.1 Verification by the Manager that the employee who applied the device is not at the facility,
 - 9.6.2 Making all reasonable efforts to contact the authorized employee to inform them that his/her lockout or tagout device has been removed, and
 - 9.6.3 Ensuring that the authorized employee has this knowledge before they resume work at the facility.
 - 9.6.4 This will result in disciplinary action for the employee that left without removing their LOTO device(s).

10.0 Testing or Positioning of Machines / Equipment

- 10.1 When LOTO devices must be temporarily removed from the energy isolating device and the machine or equipment energized to test or position. The following sequence of actions shall be followed. The authorized employee(s) that placed a LOTO device(s) must be present.
- 10.1.1 Clear the machine or equipment of tools and materials,
 - 10.1.2 Remove employees from the machine or equipment area,
 - 10.1.3 Remove the lockout or tagout devices,
 - 10.1.4 Energize and proceed with testing or positioning, and
 - 10.1.5 De-energize all systems and reapply energy control measures to continue the servicing and/or maintenance.

11.0 Ground Lockout Tagout

- 11.1 When servicing and/or maintenance are performed by a crew or department, the area supervisor will appoint a lead authorized employee for group LOTO. The lead authorized employee will coordinate the activities of all members of the group.
- 11.2 The following steps will be utilized for group LOTO:
- 11.2.1 A multi-lock accepting device will be placed on the energy isolating device by the lead authorized employee.
 - 11.2.2 The lead authorized employee will place his/her lock on the multi-lock device.

- 11.2.3 Each authorized employee will place their personal LOTO device to the multi-lock device before beginning work and shall remove their device at the end of their work shift.
- 11.2.4 When all service and/or maintenance work is complete, each authorized employee shall remove their LOTO device and the lead authorized employee will remove his/her lock last.
- 11.2.5 The lead authorized employee will then remove the multi-lock accepting device. The machine is ready to be re-energized. (See section 9 for procedures for release from lockout)

12.0 Shift or Personnel Changes

- 12.1 When shift or personnel changes occur while equipment is under LOTO, then the Safety Department and area supervisor(s) shall confirm that procedures are implemented to ensure continued employee protection throughout shift and employee changes. Authorized employees entering the work area must affix their locks in place before departing employees remove their locks. Verification of LOTO must be performed on each shift before any work begins. This verification must be performed by the lead authorized employee for the oncoming shift.

13.0 Administrative LOTO

- 13.1 When situations require lockout of a device for a long period of time extending one shift in duration, or if a device is unsafe to operate/is to be taken out of service, equipment may be put under administrative Lockout/Tagout by a member of the EHS department.
 - 13.1.1 Examples include but are not limited to the isolation of a disconnected piece of equipment or circuit while repair parts are being ordered, isolation of equipment only to be used with strict permission from EHS, or isolation of hazardous materials that require EHS approval to access.
 - 13.1.2 All situations requiring the use of administrative LOTO are left to the discretion of the EHS department to identify and evaluate.
- 13.2 Application of administrative LOTO must follow all applicable machine-specific LOTO procedures and must be completed in accordance with normal LOTO processes (including using all tags and devices required).
- 13.3 Identical to normal LOTO, only the member of EHS who places an administrative lock, tag, and device(s) into service may be the one to remove the lock, tag, and device(s) and bring the LOTO to a conclusion.
- 13.4 All administrative locks must be labeled “EHS Department” and may only be used by members of the EHS department.

14.0 Exceptions to LOTO

- 14.1 Minor tool changes (for example, changing a drill bit) that are not covered when a stop button is used to control unexpected motion during the tool change or minor adjustment and when the start button is both visible and under the employee’s immediate control.

- 14.1.1 Other minor servicing activities that take place during normal operations are not covered by this standard if they are routine, repetitive, and integral to the use of equipment for production and if work is performed using alternative protective measures that provide effective employee protection.
- 14.1.2 Cord and plug-connected equipment must be unplugged and under the exclusive control of the employee performing the service or maintenance work. The plug must physically be in the possession of the employee, or in arm's reach and in the line of sight of the employee. Lockout devices are available to lockout the plug when disconnected.
- 14.1.3 Repair, troubleshooting and set-up adjustments must be performed on energized equipment only when it is necessary to leave the machine energized. For the purpose of this procedure, the trouble-shooting process will end, and a lockout will be required when:
 - 14.1.3.1 Power is shut-off;
 - 14.1.3.2 A problem has been located and repairs start;
 - 14.1.3.3 Individual machine components are being replaced;
 - 14.1.3.4 Circuit changes are being made.

15.0 Distribution of LOTO

- 15.1 Locks/ tags/ devices will be made available to all employees with a centrally located station.
- 15.2 All Maintenance personnel will be issued a red lockout lock to keep in their possession. These locks will be the maintenance personnel personal lock.
- 15.3 At Function of Beauty site 8, production personnel who are confined space certified will also be trained to be LOTO authorized in regards to kettle lockout as it relates to their confined space work.
 - 15.3.1 Production locks are distributed to certified confined space personnel and are orange in color.
- 15.4 Administrative locks used for Administrative LOTO are yellow in color and are distributed and maintained only by members of the EHS department.

16.0 Disciplinary

- 16.1 Due to the potential hazards associated with Energy Control any violation of this policy may result in disciplinary action in accordance with the Function Progressive Disciplinary Action policy.
- 16.2 2x LOTO violations will result in more stringent disciplinary action that may include/ lead to termination.
 - 16.2.1 All LOTO incidents are subject to EHS department review when it comes to follow up and disciplinary action. 2x LOTO violations are not the minimum or maximum.

17.0 Appendixes

17.1 Appendix A: FOB-EHS-010-1-A LOTO PROCEDURES

18.0 Document Review and Approval

18.1 Date Devised: 3-18-19

18.2 Reviewed Date: 07-26-21

18.3 Date Approved: 05-07-21

18.4 Approved By: Ed Nolter, Director, EHS