



CONTROL OF HAZARDOUS ENERGY PROGRAM

Lockout/Tagout - Equipment – Procedures - Signage

Loss Control for the
Retail Grocer

Purpose of Lockout/Tagout

The *Control of Hazardous Energy Program* establishes the minimum requirements to prevent the unexpected energization, start-up, or release of stored energy that could cause injury to employees or service persons cleaning or servicing equipment.

Avant Supermarket Group's *Control of Hazardous Energy Program* addresses the Federal OSHA Standard, Control of Hazardous Energy Sources (CFR 29 Part 1910.47).

Lockout/Tagout Training

Training on the proper use of power equipment will give employees a better understanding of the importance of energy control during cleaning and servicing.

All store employees must be instructed in the safety significance of the *Control of Hazardous Energy Program*. All employees must understand the purpose of the program and must obey the warning tags that are posted. With employees understanding what the locks and tags represent, possible injury can be avoided.

All employees cleaning or servicing power equipment must be instructed to follow the sequence of procedures required to isolate hazardous energy.

Basic Rules for Using Control of Hazardous Energy Program Procedures

When used properly, these rules can lead to safe and efficient work on power equipment.

All equipment shall be either unplugged or locked out to protect against accidental or inadvertent operation when such equipment could cause injury to personnel. Do not attempt to operate any switch, valve, or any other energy-isolating device where it is locked or tagged out.

Servicing persons and other outside contractors servicing your equipment must be advised of your *Control of Hazardous Energy Program* must abide by your procedures. A service person may use a lock and tag of their own, but only if their tag is similar in nature to yours: **Gives clear warning and provides space for a name and date.** Otherwise, the service person must use your lock and tag, signing out for your materials (see **Section VI, Use of Padlocks and Tags**).

Use of Padlocks and Tags

The use of padlocks and tags could mean the difference between life and death.

Two padlocks, each with a **DANGER/DO NOT OPERATE** tag over its shackle, should be maintained by the Store Manager and made available to employees or service persons that require their usage to comply with the *Control of Hazardous Energy Program*.

Where direct-wired equipment requires Lockout, a padlock (with **DANGER** tag over its shackle) must be used if the equipment isolation device can accommodate a lock. If the equipment cannot accommodate a lock, the **DANGER** tag alone must be securely hung from the isolation device.

If the isolation device has no provisions for hanging a tag (such as a circuit breaker panel), the **DANGER** tag must be taped as close as safely possible to the device, in a position that will be immediately obvious to anyone attempting to operate the device.

Each **DANGER/DO NOT OPERATE** tag must identify by name and date the employee or service person that is cleaning or servicing the equipment. Only that named person may remove the padlock and/or tag when the work is completed

Preparation of Hazardous Energy Isolation

The identification of equipment that uses hazardous energy is the step to the prevention of possible serious injury to employees and service persons.

Equipment Survey

- Conduct a survey to identify all equipment requiring isolation of hazardous energy. Affected retail store equipment includes, but is not necessarily limited to:
 - *Meat and Cheese Slicers*
 - *Meat Mixers/Grinders*
 - *Meat Tenderizers*
 - *Meat Saws*
 - *Donut Droppers*
 - *Balers/Compactors*
 - *All Wrappers*
 - *Dough Mixers*
 - *Bread Slicers*
 - *Emergency Generators*
 - *Compressors*
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CONTROL OF HAZARDOUS ENERGY

- Identify all energy isolation devices associated with equipment requiring isolation of hazardous energy:

<u>Type of Equipment</u>	<u>Isolation Device</u>
(1) Cord and Plug Equipment	Plug
(2) Direct Wired Equipment	Power Disconnect Switch or Circuit Breaker

Sequence of Hazardous Energy Isolation Procedures

For Cord & Plug connected electrical equipment, pulling the plug and maintaining control of the Cord & Plug satisfies OSHA's Control of Hazardous Energy Standard.

For direct-wired equipment (and equipment powered by other than electricity), the following hazardous energy Lockout procedures are required:

Lockout Procedures

1. Notify all affected employees that a Lockout system is going to be utilized and your reason for the lockout. The authorized employee cleaning or servicing the equipment must know the type and magnitude of the energy that the equipment utilizes and must understand the hazards involved.
2. If the equipment is operating, shut it down using the normal standard operating procedure (depress stop button, open toggle switch, etc).
3. Operate the power disconnect, circuit breaker, or other energy isolating device so that the equipment is isolated from its energy source. This will help prevent accidental release of stored energy.
4. Lockout the energy-isolating device with an assigned padlock and/or **DANGER/DO NOT OPERATE** tag. Refer to Section VI (Use Padlock and Tags) for more details.
5. Perform an inspection of the area to ensure that no personnel is exposed to possible release of stored energy. Then perform normal operating controls to make certain the equipment will not operate.

CAUTION: Return operating control to the “neutral” or “off” position after the test.

6. The equipment is now Locked Out allowing cleaning and servicing to begin.
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CONTROL OF HAZARDOUS ENERGY

Restoring Equipment to Normal Operations

1. After the servicing is complete and the equipment is ready for normal production operations, check the area around the equipment to ensure that no employee is exposed to the release of stored energy.
2. After all tools have been removed from the equipment, guards have been reinstalled, and employees are in the clear, remove all Lockout devices. Operate the energy isolation device to restore energy to the equipment.

Procedure Involving More Than One Person:

In the preceding steps, if more than one individual is required to Lockout, each must place his/her own personal Lockout device on the energy-isolating device. When an energy-isolating device cannot accept multiple locks or tags, a multiple Lockout hasp may be used. This will ensure that one of the persons working on the equipment cannot restore energy to the device without the knowledge of their work partner possibly causing an injury.
