Lockout / Tagout Program
# OFD Lockout/Tagout Program

## Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scope</td>
<td>2</td>
</tr>
<tr>
<td>Definitions</td>
<td>2</td>
</tr>
<tr>
<td>Authorization</td>
<td>3</td>
</tr>
<tr>
<td>Responsibilities</td>
<td>4</td>
</tr>
<tr>
<td>Compliance and Enforcement</td>
<td>4</td>
</tr>
<tr>
<td>When to Lockout/Tagout (LOTO)</td>
<td>5</td>
</tr>
<tr>
<td>Lockout Procedure</td>
<td>5</td>
</tr>
<tr>
<td>Tagout Procedure</td>
<td>6</td>
</tr>
<tr>
<td>Multiple Shift LOTO</td>
<td>6</td>
</tr>
<tr>
<td>Removal of LOTO Devices</td>
<td>6</td>
</tr>
<tr>
<td>Temporary Removal of LOTO Devices</td>
<td>7</td>
</tr>
<tr>
<td>Emergency Removal of LOTO Devices</td>
<td>7</td>
</tr>
<tr>
<td>Periodic Inspections</td>
<td>8</td>
</tr>
<tr>
<td>Employee Training</td>
<td>8</td>
</tr>
<tr>
<td>Employee Retraining</td>
<td>8</td>
</tr>
<tr>
<td>Appendix</td>
<td>9</td>
</tr>
</tbody>
</table>
**Scope:**

It is the policy of Oregon Freeze Dry, Inc. (OFD) to prevent an undesirable release of hazardous stored energy during servicing, maintenance, or modification activities. This program was established to protect OFD and contracted employees, contractors and outside servicing personnel through use of proper Lockout/Tagout (LOTO) procedures. These LOTO procedures must be strictly followed when it is necessary to work on equipment that could release stored energy such as, but not limited to; electrical, pneumatic, mechanical, gravity, steam, chemical, pressure, radiation, and/or hydraulic, etc.

LOTO is required whenever servicing, maintenance, or modification is being performed on equipment in which the unexpected energization or startup of the equipment, or release of stored energy, could cause injury to people or damage to equipment. All sources of hazardous energy must be isolated and secured. Each person who works on the equipment with one or more energy source must perform proper LOTO.

This program clearly states the purpose, authorization, rules, and techniques to be used to control hazardous energy. Additional step-by-step procedures such as those found in the Safety Line or posted on equipment & machinery may also be used to help workers meet expectations.

Any OFD employee who arranges or otherwise brings on site outside contractor(s) or outside servicing personnel shall ensure the outside contractor(s) or outside servicing personnel employer receives the OFD Lockout / Tagout Program and any other site specific safety information. The OFD employee shall maintain written documentation showing this took place.

Any OFD employee who directs and controls outside contractor(s) or outside contractor employees shall provide site-specific training for the outside contractor or outside contractor employees. The OFD employee shall obtain written documentation showing training was provided.

OFD and contracted employees at work at OFD who assist in lockout/tagout activities off-site at another location are subject to the same requirements of this OFD lockout policy.

LOTO is NOT required when servicing or maintaining self-contained cord-and-plug 110-volt electrical equipment having only one energy source. The 110-volt equipment must be unplugged from the energy source, and the plug remains under the exclusive control of the employee performing the servicing and/or maintenance work. Note: Equipment with more than one energy source must be locked out unless the equipment posting states otherwise.

**Definitions:**

**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 lockout or tagout, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.

**Assembling** - Any work performed to prepare a machine or equipment to perform its normal production operation.

**Authorized employee** - A designated person who locks out, and/or tags out equipment and machinery in order to perform a service or maintenance on that equipment and machinery. An affected employee becomes an authorized employee when those employees’ duties include performing servicing or maintenance covered under this program.

**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 it has a locking mechanism built into it. Other energy-isolating devices are capable of being locked out, if lockout can be achieved without the need to dismantle, rebuild, or replace the energy-isolating device or permanently alter its energy control capability.

**Contracted Employee** – A person who works for one organization that sells it’s services to OFD on a project or time basis.
Contractor – Any individual or firm working at OFD that is not an OFD, contracted employee, or outside servicing person. Activities may include constructing, installing, setting up, adjusting, inspecting, modifying, and maintaining and/or servicing machines or equipment, etc.

Disassembling - Any work to repair, unjam or remove equipment and machinery before, during and after normal production operation.

Energized - Connected to an energy source or containing residual or stored energy.

Energy isolating device - A mechanical device that is part of a piece of equipment, machinery or system that physically prevents the transmission or release of energy. Including but not limited to the following: 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 operated independently; a line valve; a block; and any similar device used to block or isolate energy. Push buttons, selector switches and other control circuit type devices that do not open all ungrounded supply conductors are not energy isolating devices.

Energy source – Any source of electrical, pneumatic, mechanical, gravity, steam, chemical, pressure, radiation, and/or hydraulic energy, etc.

Lockout - The placement of a lockout device on an energy-isolating device, in accordance with an established procedure, ensures 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 padlock to hold an energy-isolating device in a safe position and prevents the energizing or start up of a machine or equipment. Included are blank flanges and bolted slip blinds.

LOTO - An acronym for lockout/tagout.

Maintenance Employee - An employee who reports to the Maintenance Department for their daily work assignments. This does NOT include production employees working for maintenance.

Normal Production Operations - The utilization of a machine or equipment to perform its intended production function.

OFD – An acronym for Oregon Freeze Dry, Inc.

Outside Servicing Personnel – Any individual or firm who performs service to equipment at OFD who is not an OFD employee or contractor. Activities may include constructing, installing, setting up, adjusting, inspecting, modifying, and maintaining and/or servicing machines or equipment, etc.

Servicing and/or Maintenance - Workplace activities such as constructing, installing, assembling, disassembling, adjusting, inspecting, modifying, and maintaining and/or servicing machines or equipment. These activities include lubrication, cleaning or unjamming of machines or equipment, and making adjustments or tool changes, where the employee may be exposed to the unexpected energization or startup of the equipment or release of hazardous energy.

Sign-Off – Indicates the trainee has been through training and has demonstrated multiple times the ability to perform this task without supervision.

Tagout - The placement of a prominent warning tag on an energy-isolating device in accordance with an established procedure to indicate the equipment being controlled may not be operated until the tagout device is removed by the Authorized Person.

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 device is removed.
Authorization
Oregon Freeze Dry provides authorization to employees to use LOTO procedures after the employee has successfully completed required training. The supervisor and/or LOTO trainer must ensure that the employee is thoroughly familiar with the equipment (within the context of their job function) before they can obtain a sign-off to perform LOTO procedures.

USDA inspectors have authorization to LOTO equipment in the production environment only after the OFD employee has shutdown the equipment following normal operating procedures.

Responsibilities
a) Supervisor (or Acting Supervisor)
   1. Maintains awareness of all aspects of Oregon Freeze Dry’s LOTO program.
   2. Ensures that all employees under their supervision understand the requirements for compliance with this program, and they are made aware of the LOTO procedure and are issued appropriate locks and/or tags as necessary.
   3. Conducts a periodic inspection to ensure that procedure and requirements of this policy are being followed.

b) Employee
   1. Maintains an awareness of all aspects of the LOTO program and complies with all procedures.

Compliance and Enforcement
All employees, contractors and outside servicing personnel will comply with the procedure and requirements of this program. These authorized employees will perform LOTO in accordance with the procedures in this program.

Employees
Employees observed in noncompliance of this procedure will be subject to disciplinary actions in accordance with personnel policies.

Outside Servicing Personnel
Outside service personnel observed in violation of this program will be notified of noncompliance and they will stop work immediately until the issue has been resolved. Repeated infractions may prohibit a servicing employee from performing future work at OFD.

Contracted Employees
Contracted employees observed in noncompliance of this procedure will be subject to disciplinary actions in accordance with personnel policies.

Contractors
Contractors observed in violation of this program will be notified of noncompliance and the job will be shutdown immediately until the compliance issue is resolved. Repeated infractions may prohibit a contractor from performing future work at OFD. OSHA may also be notified of noncompliance.
When to Lockout/Tagout (LOTO)
Oregon Freeze Dry LOTO policy establishes minimum performance requirements for the control of potentially hazardous conditions, such as but not limited to unexpected energizing, start-up or release of stored energy. The following is a partial list of conditions that would require implementation of LOTO.

1. Whenever guards or other safety devices must be removed for maintenance or service.
2. When an employee is required to place any part of their body into a piece of equipment where work is actually being performed or whenever accidental contact with moving parts is possible.
3. Anytime work is being performed on electrical circuits or electrical powered equipment.
4. Unless specifically designed otherwise, whenever moving parts of a piece of equipment requires servicing.
5. When working on high-pressure lines or pipes which contain hazardous materials.
6. Whenever it is necessary to clear blocked or jammed mechanisms.
7. During maintenance, when it is necessary to prevent equipment use.
8. Cleaning and sanitation.

Standard Lockout Procedure
Note: Each Lockout device shall have a tag that identifies who applied the device.
See appendix for the locations of Plant Hydraulic Systems.
1. Notify all affected employees that equipment/machinery is being shut down and LOTO is being applied.
2. If the particular piece of equipment is operating, it must be shutdown using normal operating procedures by depressing the stop button/switch.
3. The authorized employee must deactivate the equipment by a disconnect switch, valve or other energy-isolation device to ensure the equipment is isolated from its energy source.
4. Place your lockout device on the energy isolation device.
5. Make sure you have the key in your possession when you lock the padlock.
6. Place a label with your name on the lockout device. If a lockout device must remain in place on a lockout point for more than one shift, include the current date with your name on the label.
7. The authorized employee will then ensure that no personnel are exposed, and make a final check to make sure all the potential energy sources have been disconnected.

Group Lockout Procedure
A group lockout may be used when one or more authorized LOTO workers must lockout multiple points:
1. A worker applies his/her lockouts on each required lockout point.
2. The worker then places his/her keys from the lockouts inside a group lockout box, closes the lockout box cover and applies a lockout on the cover of the group lockout box.
3. Additional authorized LOTO worker applies his/her individual lockout to the group lockout box cover.

Note: The Group Lockout box prevents one worker from removing another worker’s lockout device.

USDA Note: USDA will notify OFD when they need to lockout. USDA will follow steps 4 through 6 above when locking out after an authorized employee has completed the LOTO procedure above.
Tagout Procedure – Maintenance Employees Only
1. Obtain an approved tagout device from the maintenance shop or maintenance supervisor.
2. Notify all affected employees that equipment/machinery is being shut down and LOTO is being applied.
3. If the particular piece of equipment is operating, it must be shutdown using normal operating procedures by depressing the stop button/switch.
4. The authorized employee must deactivate the equipment by a disconnect switch, valve or other energy-isolation device to ensure the equipment is isolated from its energy source.
5. This is a two-part tagout device; fill out both upper and lower section.
6. Place the upper section of your tagout device on the equipment being tagged out.
7. If there is a lockout device associated with the equipment being tagged out, place the lower section of the tagout device with the lockout device.
8. If there is no tagout device associated with the equipment being tagged out, place the lower section of the tagout device on the “Shop Tag Board” located in each maintenance shop. Note: Only equipment and machinery that is not capable of being locked out shall be tagged out with only a tag device.
9. Before working on any piece of equipment, make a final check to ensure all hazardous energy sources have been disconnected.

Multiple Shift LOTO
On occasions, there may be split or multiple shifts working on a piece of equipment that will require removal and transfer of LOTO devices.

Production: Personal LOTO devices are not allowed to pass from shift to shift. At the end of the shift, the LOTO device must be completely removed and the on-coming shift will implement their own LOTO devices.

Maintenance: Shift to shift LOTO devices are allowed; the on-coming shift, however, must implement their own LOTO device in addition to the existing lockout device(s) from the previous shift. Tagout devices are allowed to remain from shift to shift. Only the owner of the tagout device may remove their tagout.

Removal of LOTO Devices
Before LOTO devices are removed and equipment restored to service, the authorized employee must follow the procedures below:
1. Must verify that the work for which LOTO was applied has been completed and that equipment is safe to re-energize.
2. Check the work area to ensure that all tools and personnel are at a safe distance from the equipment.
3. Check the equipment to ensure all guards have been installed properly.
4. Verify the operating control is in the OFF position, and safe to operate.
5. Remove the LOTO device(s), reset the energy isolation device and return the equipment to service.
6. Notify all affected employees that the equipment is back in service.
7. Now the equipment is safe to operate.
8. Maintenance Only: When tagout devices are removed, the corresponding stub must be located and removed from the maintenance “Shop Tag Board”.

If at anytime you are uncertain how or where to LOTO a piece of equipment, contact your Supervisor immediately. Your safety and the safety of others depend on it.
Temporary Removal of LOTO Devices

Only maintenance employees may temporarily remove an energy-isolation device in order to perform certain work such as troubleshooting, testing, adjusting, positioning, calibrating, un-jamming, or commissioning energized equipment. The term “energized” includes forms of energy such as electrical, mechanical, chemical, hydraulic, pneumatic, gravity, steam, radiation, pressure, etc. Work on energized equipment shall only be carried out when it is not possible to perform the work any other way.

STOP: Do not troubleshoot, test, adjust, position, calibrate, un-jam, or commission energized equipment which you are not familiar with. Contact a maintenance employee who is experienced on the equipment or a maintenance supervisor before proceeding.

The following sequence of steps must be taken before, during and after work on energized equipment:

1. Notify maintenance or production supervision if you are performing this procedure alone;
2. Consider how troubleshooting, testing, adjusting, positioning, calibrating, un-jamming or commissioning will be performed;
3. Determine if additional personal protective equipment is needed in order to perform work safely on energized equipment;
4. Notify all affected employees;
5. Remove employees from the equipment area and verify only necessary tools are properly and safely positioned;
6. Remove the lockout or tagout device(s) as specified in the OFD LOTO Plan;
7. Energize and proceed with troubleshooting, testing, adjusting, positioning, calibrating, un-jamming, or commissioning;
8. De-energize all systems and reapply LOTO measures to continue the servicing, maintenance, or modifications of the equipment.

Emergency Removal of LOTO Devices

When the authorized employee who applied a LOTO device is not available to remove it, the appropriate supervisor may remove the device. This is to be considered an emergency procedure, and is to be undertaken only in extreme circumstances.

Production personnel shall not remove maintenance LOTO devices.

Extreme care must be taken and the following steps must be performed:
1. The supervisor must verify that the authorized employee is not at the facility.
2. The supervisor must make every reasonable effort to contact the authorized employee. This may include a telephone call to the employee’s home or alternate location.
3. If the employee is contacted, the supervisor must inform the employee that their LOTO device(s) are being removed.
4. The supervisor must verify that it is safe to remove the LOTO device(s).
5. The supervisor may use an emergency key if available, or have the lock on the LOTO device cut off.
6. If LOTO device belongs to a maintenance employee, a maintenance supervisor must approve the emergency procedure, and it must be recorded in the maintenance log.
7. The supervisor will ensure the authorized employee has this knowledge before he/she resumes work.
OFD Lockout/Tagout Program

Periodic Inspections
At least annually, all energy control procedures will be inspected and certified by authorized employees other than those using the procedures. The inspection certification will identify the equipment, date of inspection, the person(s) performing the inspection, and all employees included in the inspection. Authorized inspectors will review and verify:

- Deviations and/or inadequacies are identified, reviewed, corrected and communicated to all authorized and affected employees;
- Lockout Tagout procedures are adequate;
- Authorized and affected employees know their procedure responsibilities;
- Procedures are being followed.

Employee Training
Oregon Freeze Dry, Inc. will provide training to ensure employees understand the purpose and function of the LOTO program and that the knowledge and skills required for safe application, usage and removal of LOTO devices are required.

Written step-by-step procedures on how to operate and lockout / tagout new or modified equipment & machinery shall be provided and all affected workers trained before such equipment & machinery is placed into service. The written procedures shall include the name of the person(s) who authored the procedures and the date the procedures were written.

Additional Q & A on specific LOTO questions can be found in the Safety Line and Safety Line Response.

Employee Orientation
The LOTO procedures will be included as part of the employee orientation package. This information will identify the use of LOTO procedures, and will emphasize its importance, whether or not they will be involved in the program.

LOTO Training
The assigned trainers will train on the following:
1. Each authorized employee will be taught the recognition of hazardous energy sources the magnitude of energy available in their work areas, and the methods and means necessary for energy isolation and control.
2. Each affected employee will be taught the purpose and use of the LOTO procedure.
3. All other employees, whose work operations are or may be in an area where LOTO procedures may be utilized, will be instructed about the procedure, and about the prohibition relating to attempts to restart or re-energize equipment, which are locked out or tagged out.

Employee Retraining
1. Retraining shall be provided for all authorized and affected employees whenever there is a change in their job assignment, or a change in equipment or processes that present a new hazard, or when there is a change in LOTO procedures.
2. Additional retraining shall also be conducted whenever a periodic inspection, near miss or accident reveals that there are deviations from or inadequacies in the employee’s knowledge or use of the LOTO procedures.
Appendix

Hydraulic Systems
Note: There are two portable hydraulic units that are routinely transported between facilities. These are cord and plug hydraulic units, and are capable of being locked out.

Location of Plant #1 Hydraulic Systems:
There are eight hydraulic units at Plant #1, each with its own hydraulic pump(s) to pressurize hydraulic fluid through hydraulic piping to supply energy to hydraulic equipment. These units are located in the following areas:
- Behind Chamber #18 – This is a central system consisting of three pumps tied together. This hydraulic system supplies equipment in the upper and lower cook rooms, cold rooms 6A, 6B, and #7, and the traywasher, packaging rooms 1A, 3A, and the Z-mixer.
- The packaging center above W1 and W2 - The unit W1 controls the belts in W1 and W2. The unit above W2 controls the canline in W6 and the belt in W5.
- The Dimension Cartoner – A hydraulic unit supplies the palletizer.
- Outside NW of W6 – There is a hydraulic unit for the product presses.

Location of Plant #2 Hydraulic Systems:
There are two hydraulic systems in Plant #2.
- Above Cold Room #2 – This system consists of two package units. One supplies the Egg-Belt Room and the other supplies the Tray Wash Room.
- Behind Packaging Room #2 – This system is a two-package unit. One unit supplies packaging rooms 1 and 2 with hydraulic energy to equipment used in those rooms. The second unit is a backup.

Location of Plant #3 Hydraulic Systems:
There is one hydraulic system at plant #3. The hydraulic system is located in the chamber area above Chamber #1. This system supplies the hydraulic equipment in the Mixing Room.