



Richmond Auto Parts Technology, Inc (RAPT) Lockout/Tagout Policy

PURPOSE

This procedure referred to as “RAPT’s Lockout/Tagout” procedure, sets the general requirements for the control of hazardous energy whenever Associates, temporary agency employees, and contractors enter the danger zone of machinery or equipment for servicing and/or maintenance. This procedure will also be used as the basis for training material.

SCOPE

The requirements of this procedure are intended to fully comply with the standards set by the Kentucky Occupational Safety & Health Administration (KY-OSH) under 29 § CFR 1910.147.

29 § CFR 1910.147 (a) **Scope, application and purpose**—(1) *Scope* (I) This standard covers the servicing and maintenance of machines and equipment in which the unexpected energization or start up of the machines or equipment, or release of stored energy could cause injury to employees. This standard establishes minimum performance requirements for the control of such hazardous energy.

29 § CFR 1910.147 (a)—(2) (ii) Normal production operations are not covered by this standard. Servicing and/or maintenance which takes place during normal production operations is covered by this standard only if:

- (A) An employee is required to remove or bypass a guard or other safety device;
or
- (B) An employee is required to place any part of his or her body into an area on a machine or piece of equipment where work is actually performed upon the material being processed (point of operation) or where an associated danger zone exists during a machine operating cycle.

NOTE: Exception to paragraph (a)(2)(ii): Minor tool changes and adjustments, and other minor servicing activities, which take place during normal production operations, are not covered by this standard if they are routine, repetitive, and integral to the use of the equipment for production, provided that the work is performed using alternative measures which provide effective protection.

RESPONSIBILITY

Team Leaders (T/L), Group Leaders (G/L), and Managers shall be responsible for implementing and enforcing all requirements of this procedure within their departments.

1. Ensure that each machine or equipment has an effective equipment specific lockout procedure.
2. Ensure all effected new Associates receive training on “RAPT’s Lockout/Tagout” prior to operation.
3. Ensure all affected & authorized Associates receive, at least annually, retraining on the “General Awareness” of the RAPT’s Lockout/Tagout Policy.

4. Ensure that proper communications of Lockout/Tagout practices have been exchanged with all contractors.
5. Ensure that at least once each calendar year, each department audits the effectiveness of its practices under the Lockout/Tagout procedure. The “RAPT Lockout/Tagout Audit Form” is to be used for this audit. (Attached to this procedure as Appendix ‘2’.)

DEFINITIONS

1. Associate-A RAPT employee or temporary agency employee working under RAPT’s direct supervision.
2. Affected Associates-An Associate who is not authorized to enter the danger zone of machinery or equipment. This Associate shall receive training on the “General Awareness” of the “RAPT Lockout/Tagout” procedure.
3. Authorized Associate-An Associate who has been authorized by RAPT Management to enter the danger zone of machinery or equipment. This Associate shall receive “General Awareness” and equipment specific Lockout/Tagout training prior to entering a danger zone.
4. Contractors-Any company (including other RAPT related entities) or agency that has entered into an agreement with RAPT to perform work at RAPT’s facility. Employees of contractors do not work under RAPT’s direct supervision.
5. Equipment Specific Lockout Training-An extensive training program designed to cover all aspects of the “RAPT Lockout/Tagout” procedure. This training is mandatory for all Authorized Associates and shall include the following: Recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation and control.
6. Danger Zone-The area of a machine or equipment that contains direct and immediate hazards such as “pinch points”, “point of operation” or other areas where moving parts are present.
7. General Awareness Training-A training program designed to provide an understanding of basic Lockout/Tagout rules and procedures. This training is mandatory of ALL RAPT Associates. (Attached to this procedure as Appendix ‘1’.)
8. Audit-A method to determine if Authorized Associates understand and are currently following the appropriate equipment specific lockout procedures during a Lockout situation. Results of this Audit are to be documented on the “RAPT Lockout/Tagout Audit Form.” (Attached to this procedure as Appendix ‘2’.)

PROCEDURE

SINGLE ASSOCIATE LOCKOUT

Machinery or equipment that contain the potential for unexpected energization, start up, or release of stored energy shall have a complete written Lockout/Tagout procedure with exclusive control. The procedure shall be either posted on the machine or equipment or be readily available at all times.

1. Before an Authorized Associate turns ‘off’ a machine or equipment the Authorized Associate shall have knowledge of the type & magnitude of the

- energy, the hazards of the energy to be controlled and the method or means to control the energy. The Authorized Associate shall notify all Affected Associates and contractors in the relevant area that an equipment specific Lockout procedure will be implemented.
2. The machine or equipment shall be turned 'off' or shutdown using the procedures established for that machine or equipment. An orderly shutdown must be utilized to avoid any additional or increased hazard(s) to Associates as a result of de-energization.
 3. Each equipment specific Lockout/Tagout procedure shall identify all potential related sources of stored energy, and must include the following:
 - a. All stored or residual energy sources that are potentially hazardous shall be relieved, disconnected, restrained or otherwise rendered safe.
 - b. When there is a possibility of reaccumulation of stored energy verification of isolation shall be continued until servicing or maintenance is complete, or until the possibility of such accumulation no longer exists.
 4. All energy isolating devices that are needed to control the energy to the machine or equipment shall be properly located and operate in such a manner as to isolate the machine or equipment from the hazardous energy source(s).
 5. Prior to initiating work on a machine or equipment a Lockout device shall be affixed to each energy-isolating device or on a group lockbox to secure the energy-isolating device. The Authorized Associate shall verify that the isolation & de-energization of the hazardous energy for the machinery or equipment has been accomplished.
 6. Before Lockout device(s) are removed and energy is restored to a machine or equipment, the following shall occur:
 - a. The work area shall be inspected to ensure that nonessential items have been removed and the machine or equipment components are operationally intact.
 - b. The work area shall be checked to ensure that all Associates have been removed from the danger zone.
 - c. After the Lockout device(s) have been removed and before the machinery or equipment is started, the Authorized Associate shall notify all Affected Associates that the Lockout device(s) have been removed.
 7. Each Lockout device shall be removed from each energy-isolating device by the Authorized Associate(s) who applied the Lockout device(s). In the event the Authorized Associate has to immediately leave the premises or shift change, the Authorized Associate will do the following:
 - a. The Authorized Associate who applied the device(s) will notify their G/L, T/L, &/or Manager which machine that is currently under the lockout procedure and the service needed to be performed on that machine.
 - b. The G/L, T/L, &/or Manager will then choose an appropriate alternate Associate to continue the work on the machine.
 - c. The alternate Associate will affix their locking device(s) in the presence of the Authorized Associate who initiated the lockout. The Authorized Associate will then remove their locking device(s) in the same pattern.

- d. The alternate Associate will begin with **PROCEDURE '5'** of the **Single Associate Lockout** and will resume with the maintenance duties required for that machine.
8. Under no circumstances will safety devices designated for Associate protection (i.e. Light curtains, limit switches, or similar Associate Safety devices) be relied upon as a substitute for implementing an equipment specific lockout procedure.
9. Any violation of the 'RAPT Lockout/Tagout' procedure will constitute a serious violation of company policy and will be addressed with corrective action up to and including suspension or discharge.

GROUP ASSOCIATE LOCKOUT

Group Associate Lockout will resemble the Single Associate Lockout Procedure except there would be more than one Associate servicing a machine and the lockout devices used will allow many Associates to apply their own locks to the machine at one time. Apply all Single Associate Lockout Procedures to the Group Associate Lockout Procedure.

ALTERNATIVE PROTECTION PROCEDURE

The purpose of this procedure is to provide the essential elements required to be followed for minor tool changes, adjustments, or other minor servicing activities while in the danger zone of equipment

This procedure is used when an authorized Associate entry into the danger zone is required for activities that are routine, repetitive, & integral to the use of the equipment for production.

1. Identify the master controller that will prevent the unexpected movement or activation of the equipment. Alternative protection is performed under exclusive control by the authorized Associate.
2. Use one of the following alternative protection methods prior to entry into the danger zone of the equipment:
 - Remove an exclusive key from a master controller, or
 - Place a cover over a master controller & attach an approved lockout device. Keys from approved lockout devices shall be maintained by the authorized Associate
3. Confirm that the equipment movement has been controlled.
4. Perform activity provided.
5. Remove alternative protection methods:
 - Returning key to master controller, or
 - Removing lockout device from the cover placed over the master controller

REFERENCE DOCUMENTS:

Appendix '1' RAPT Lockout/Tagout Procedure General Awareness Training

Appendix '2' RAPT Lockout/Tagout Audit Form