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| Revision Date: 07/28/26     | Revision Number: 1 | A CRH COMPANY                                                                     | A CRH COMPANY                                                                      | A CRH COMPANY                                                                       |
| Revised By: Ligia Pascual   | Owner: Safety      |                                                                                   |                                                                                    |                                                                                     |

## Lock Out/Tag Out/ Try Out Program

### Purpose

This procedure is to be followed to prevent the operation of valves, switches, or a piece of equipment when injury or property damage may result from the operation. It is designed to meet or exceed requirements mandated by 29 CFR 1926.400 and 29 CFR 1910.147.

### Scope

At CRH we value employees as our most valuable resource. Energized equipment (for purposes of this manual, “equipment” will refer to equipment, machinery and mobile equipment) is one of the greatest hazards they face daily. To ensure that we protect our employees, it is necessary to de-energize the equipment that employees work on or around. This is commonly known as locking out and is required for any service and most maintenance activities.

The objective of the Lock Out/Tag Out/Try Out Program & Procedures is to clarify the expectations of CRH to assure protection of our employees around our equipment.

This program applies to all CRH employees that could be exposed to electrical or other hazards and all parties responsible for the repair or maintenance of a piece of energized equipment.

### Duties and Responsibilities

The **Leadership Team** (General Managers, Project & Operations Managers, Superintendents) are responsible for:

1. Ensuring compliance with this program at their respective jobsite or facility.
2. Ensuring that employees perform a lockout during servicing and/or maintenance activities.
3. Review this program annually and update any changes with EHS and Equipment Departments

The **Supervisor** (Foreman/Plant Managers) are responsible for:

1. Ensuring compliance with this program at their respective jobsite or facility.
2. Providing and/or assisting with Lock Out / Tag Out / Try Out training.
3. Ensuring Affected and Authorized employees are trained according to their job tasks & potential exposure.
4. Providing and replacing defective lockout devices and tags for employees to affect a

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lockout.

5. Maintaining an inventory of lockout devices for use in the Lock Out/Tag Out/Try Out program.
6. Developing energy/component-specific control procedures.
7. Conducting annual proficiency audits of all Authorized employees, to ensure the effectiveness of the Lock Out/Tag Out/Try Out program.
8. Ensuring that employees perform a lockout during servicing and/or maintenance activities.
9. Counseling employees on the Lock Out/Tag Out/Try Out program requirements during servicing and/or maintenance activities.
10. Identifying energy sources that need to be relocated.
11. Ensuring the proper maintenance of accurate records for administration of the Lock Out/Tag Out/Try Out program.
12. Review this program annually and update any changes with EHS and Equipment Departments.
13. Updating Risk Assessment (Track Form) whenever unplanned maintenance and LOTOTO is to be performed.

The **Authorized Employees** are responsible for:

1. Understanding the requirements of this program.
2. Implementing energy control procedures during servicing and/or maintenance activities.
3. Informing Affected employees of the lockout/tagout/tryout during servicing and/or maintenance activities.
4. Recognize the lockout/tagout/tryout and not make any attempts to bypass the lockout/tagout/tryout.
5. Safeguarding the key to their lockout device.
6. Notifying supervisors or foremen of the need to repair or replace energy- isolating devices (locks, valve covers, etc.).
7. Reporting any violations of the LOTO process to their supervisor.
8. Review the Specific Lock Out / Tag Out / Try Out Procedure document for the equipment to be worked on.
9. Wear all appropriate PPE for their LOTO tasks.
10. No authorized employees are authorized to perform work on anything over 480v.

The **Affected Employees** are responsible for:

1. Understanding the requirements of this program.
2. Recognize the lockout/tagout and not make any attempts to bypass the lockout/tagout.
3. Receive annual training covering at a minimum:
  - a. Recognize when the energy control procedure is being implemented

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- b. Understand the purpose of the energy control procedure
  - c. Must not attempt to start-up or use the equipment that has been locked out
4. Reporting any violations of the LOTOTO process to their supervisor.

The **EHS Department** are responsible for:

1. Be a resource to the company regarding the Lock Out / Tag Out / Try Out program.
2. To ensure the implementation of this program at each jobsite or facility.
3. Providing and/or assisting with annual training for authorized and affected employees.
4. Ensuring the proper maintenance of accurate records for proper administration of the Lock Out/Tag Out/Try Out program.
5. Assisting Supervisors & Plant Managers with periodic inspections, at least annually, to ensure the effectiveness of the Lock Out/Tag Out/Try Out program.
6. Review this program annually and update any changes with Operations and Equipment Department.

The **Equipment Department** are responsible for:

1. Ensuring all LOTOTO are reviewed annually or when a piece of equipment is added to the company inventory.
2. Ensuring compliance with this policy.
3. Assisting Foremen / Plant Managers with the development of equipment Lock Out/Tag Out/Try Out energy control procedures.
4. Review this program annually and update any changes with Operations and EHS Department.

**Contractors** are responsible for:

1. Submitting all qualifications and training records for all employees performing LOTOTO activities.
2. Submitting / discussing LOTOTO action plans with all affected employees regarding plant / equipment maintenance.
3. Adhering to all company policies and procedures while on-site.

## Definitions

**Affected Employee** - Individuals that work near the equipment during the lockout of a piece of equipment that have not met the requirements to be authorized to perform servicing and/or maintenance on the equipment. The affected employee is not responsible for implementing the energy control procedures. Affected employees are prohibited from entering lockout areas. (Lockout areas are those areas that would require energy isolation

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prior to entry due to lack of protection from energized equipment.)

**Authorized Employee** - Individuals that have been trained in all applications relevant to their work area(s), met the requirements, and been granted permission to lock out a piece of equipment. To be authorized to perform Lock Out/Tag Out/Try Out, the employee must be able to understand the purpose of the program, have the ability to successfully perform Lock Out/Tag Out/Try Out consistently, complete the pre-authorization training, demonstrate hands-on proficiency exercise, and complete the authorized training outlined below in 17. Training.

**Authorized List** - A plant is required to have a list of employees and the equipment they are trained and authorized on. Where the plant authorizes employees by department or entire plant (all components), this should be explicitly stated on the authorization list. This list will be maintained by the plant management.

**Capable of Being Locked Out** - An energy-isolating device is considered capable of being locked out if it meets one of the following requirements: (1) designed with a hasp to which a lock can be attached, (2) designed with an integral part to which a lock can be affixed, (3) designed with a built-in locking mechanism, or (4) it can be locked without dismantling, rebuilding, or replacing the energy-isolating device or permanently altering its energy control capacity.

**Energized** - Equipment is energized when (1) it is connected to an energy source or (2) it contains residual or stored energy.

**Energy Isolating Device** - Any mechanical device that physically prevents the release or transmission of energy. These include but are not limited to: manually-operated circuit breakers, disconnect switches, line valves, and blocks.

**Energy Source** - Any source of electrical, mechanical, hydraulic, pneumatic, gravity, thermal, or other energy.

**Energy Control Procedure** - A written document that contains the information an Authorized employee needs to know to safely control hazardous energy sources during servicing and/or maintenance of equipment.

**Energy Control Program** - A program intended to prevent the unexpected energizing or release of stored energy in equipment through the use of energy control procedure(s), employee training programs, and periodic inspections.

**Danger Tag** - These will be white with the word "DANGER" printed in white located in a red oval on a black square at the top of the tag. A danger tag is not the same as a danger sign. Danger signs should be used only where an immediate hazard exists.

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**Lockout** - The de-energizing of equipment to ensure the health and welfare of our employees. Individual keyed locks will be used for this purpose. The key will remain in the possession of the person who places the lock. A device or devices will be used to allow multiple lockout of the same piece of equipment. Locks will be placed in addition to the client's lock when working within a plant system to provide additional safety to the employees as well as to the client and their equipment. It is required when:

1. A piece of equipment is repaired, serviced, lubricated, cleaned, unjammed, adjusted, or otherwise maintained.
2. A guard or other safety device is removed or bypassed in order to perform work or maintenance on a machine or piece of equipment.
3. An employee places any part of his or her body in contact with a point of operation where it could be caught or trapped by moving equipment parts.
4. An employee places any part of his or her body into a danger zone associated with the operation of a machine or piece of equipment.

**Lockout Device** - Any device, such as a lock, that uses positive means to hold an energy-isolating device in a safe position, preventing the energizing of equipment.

**Qualified Electrical Person (Contractor / Mechanic)** - One who has demonstrated skills and knowledge related to the construction and operation of electrical equipment and installations and has received safety training to identify the hazards and reduce the associated risk. Such persons shall also be trained in the specific electrical tasks they are asked to perform. Each task shall be recorded on his/her training record as proof of proper training. For further training requirements, see NFPA 70E 110.2.

**Close Proximity Maintenance (CPM)** - The need to test or position machinery/equipment/components. In situations in which lockout or tagout devices must be temporarily removed from the energy-isolating device and the machine or equipment energized to test or position the machinery/equipment/component.

## Program Requirements

### Component and Energy Specific – Energy Control Procedures

The different components of equipment at our locations are all unique; from conveyors to dryer drums, from burners to mixers, from baghouses to augers, from hot oil systems to feeder bins, from central mix to dry batch concrete plants, from architectural products processing to glass block manufacturing equipment, from cement and lime production to clay, ceramic, precast and pipe products, and different types of mobile equipment. Therefore, we must identify the different hazards that are present with this equipment and ensure employees know how to abate these issues.

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Component and energy-specific energy control procedures are required for a systematic isolation and de-energizing for each piece of energized equipment. These procedures shall detail the specific hazards (including all energy types), the proper sequence and placement of isolation equipment for application and removal of lockout equipment and testing procedures to assure isolation of all related energy sources.

These procedures identify the steps necessary to effectively Lock Out/Tag Out/Try Out a piece of equipment, as well as indicate any special hazards that must be taken into consideration.

## **Locks**

Locks shall be durable, standardized, substantial and identifiable.

- Durable and substantial means they are adequate to hold up in the environment they are exposed to and strong enough to not be easily removed.
- Standardized relates to the look and design of the locks and relate to color, shape or size. Locks are all the same size and by the same manufacturer.
- No more than one name per lock is to be used and only one key in existence for that lock.
- Identifiable refers to the ownership of the lock, and the locks should provide a clear indicator of who the lock belongs to. Tags (with name), etched locks (with name), names taped to the locks and locks with pictures (including name) are all allowable as an indicator.
  - A system shall be used that identifies the employee by name and/or picture on/with the lock.

## **Preparing for Lock Out/Tag Out/Try Out**

Whenever work is to be performed where hazardous energy can be released, all equipment must be locked out and/or secured. Forms of energy should be controlled redundantly so that at least two layers of controls are engaged prior to work being performed.

Lockout can only be performed by authorized employees. When performed, it requires verification of the energy isolation, better known as “Verification” or “Test.”

Authorized employee shall have knowledge of the type and magnitude of the energy, the hazards of the energy to be controlled, and the proper means to control the energy before work is performed.

Affected employees are made aware the equipment is going to be locked out.

The equipment shall be shut down using established procedures.

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Electricity should be disconnected at the main power or disconnect switch, not at the on/off control circuit.

A LOTOTO Third Party Verification Log must be documented by an authorized individual who is a non-participating supervisor/manager or a non-participating individual who is trained and authorized to perform the procedure.

When employees are working on lines containing acid, volatile liquid, high- pressure steam or air, or electrical services, all lines must be identified as to their content, and employees must be trained in such hazard(s) prior to working on or around the lines. The contents of the line should be noted on the tag that is placed on the system. An SDS must be available for employee review on all lines containing chemicals.

When multiple energy sources are locked out, it must be documented on the Multiple Energy Source Lockout Form.

**NOTE:** If at any time there is a change in personnel, the environment, risks or requirements of the work task (i.e. additional repair, removal/adjustment of additional equipment, broken tool/device, etc.), the work must stop, and a new risk assessment shall be completed. The new risk assessment shall verify whether the current lockout and risk assessment are adequate to protect employees from the hazards involved. If not, the assessment shall be updated to reflect the additional identified risks. This process shall be completed any time an unplanned change in the work task occurs (see LOTOTO Change Management Form).

### **Personal Protective Equipment (PPE)**

Appropriate PPE shall be available for all Authorized employees and their potential exposure levels.

Each authorized employee must inspect and maintain:

- Arc Flash Rated PPE for the servicing and/or maintenance of equipment or machinery.
- All tools and equipment prior to performing maintenance activities.
- All other required PPE for specific task.

ARC Flash PPE shall be stored in a cool, dry, and dark place. Storage area temperature shall not exceed 95deg Fahrenheit.

Storage area shall not contain the following:

- Chemicals / Oils / Solvents
- Damaging Vapors or Fumes
- Electrical discharges and sunlight.

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Arc Flash insulating rubber gloves shall be stored in their natural shape (not folded or creased, inside out, or in a manner that would cause stretching or compression.

Employees inform their supervisor when their PPE has a deficiency so it can be replaced.

Hasps shall be available to ensure that every employee has a spot to lockout during group lockout

The following are basic materials that are prohibited when performing electrical work:

- Watches
- Bracelets
- Rings
- Keys or keychains
- Necklaces
- Metal eye glass frames
- Metallic aprons
- Cloth with conductive thread
- Metal head gear
- Portable metal or conductive ladders (wood and fiber glass ladders are permitted)
- Water / Liquids
- Any other conductive material or item

### **Positioning the Equipment**

Position the piece of equipment in a safe location, away from the work.

If the equipment that is to be worked on is stationary or otherwise immovable, then a barrier shall be used to prevent unauthorized employees from entering the work area.

### **Equipment Shutdown and Energy Isolation**

Mobile Equipment shall be shut down following the LOTOTO Procedures.

Asphalt, Redi-Mix, And Aggregate Plants - The equipment shall be shut down following the Specific Lock Out/Tag Out/Try Out Procedures document for their respective location.

### **Application of Lock Out Device**

All energy-isolating devices shall be physically located and operated in such a manner as to isolate the equipment from the energy source(s). These include blanks, covers, valves, etc.

The valves, disconnects, fuses, or circuit breakers must be locked in the “open” position. It

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is preferable for the client or supervisor to place his or her lock and tag first.

Lock Out/Tag Out devices shall be affixed to each energy- isolating device by authorized employees in a “safe” or “off” position.

If multiple authorized employees are performing maintenance, then refer to the Group Lock Out / Tag Out section of this program.

### Application of Tag Out Device

Tags function in similar fashion to locks, and when utilized, the procedure is called tagout as opposed to lockout. Tagout is used when lockout is not possible or when it is proven that tagout provides the same protection as locking out. **Anything that can be locked out shall be locked out.** (See Close Proximity Maintenance (CPM) Requirements for exception.)

Where it is impossible to remove fuses or to lock disconnects on power circuits, an electrician must disconnect and tag the power wires to the equipment.

Only the individual whose signature is on the tag is authorized to remove his or her tags.

When equipment must be kept energized for troubleshooting or testing, refer to the CPM Requirements section of this program.

Each person or crew directly involved with the work must place his or her own tag on the open disconnect. Each tag must show the date, time, and reason that it was placed on disconnect, and the name and company of the person placing the tag.

Where it is impossible to lock open a circuit, fuse removal and tagging is acceptable. An authorized employee must remove fuses in switches above 120v.

If a device, valve, switch, or piece of equipment is locked out, a "DANGER" tag must also be attached. All tags must show employee name, company, date, time, and reason it was placed.

All mechanical and/or motorized vehicles and equipment must be tagged out prior to the start of work. All engine- or motor-starting devices will be de- energized.

Any defective tool or piece of equipment must be tagged as being unsafe to use. If possible, it should also be locked out.

**NOTE:** Any employee who operates a valve, switch, device, or piece of equipment that has a DANGER tag attached to it, or who removes such a tag without authorization, will be terminated immediately.

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### Verification of Energy Isolation (Try Out)

When work is performed on a product line, appropriate precautions must be taken, such as identifying the product and hazards associated with the line; purging, as required; closing, securing, and tagging associated valves; and blinding and/or disconnecting the lines.

The Supervisor / Authorized employee responsible for the work activity must operate at least one push-button station related to the equipment to be sure that the correct disconnect has been opened prior to exposing employees to the equipment.

All potential hazardous stored or residual energy shall be relieved, disconnected, restrained, and otherwise rendered safe.

All verification of de-energizing must be conducted by the individual performing the Lock Out Tag Out Try Out process.

- Utilization of voltage testing devices is required when locking out electrical equipment.

If problems occur during the testing portion of the Lock Out/Tag Out/Try Out (e.g. you can throw the switch around the lock), notify your supervisor immediately so the problem can be corrected. We shall notify all authorized and affected employees of the situation until it can be corrected. It may be necessary to post an attendant at the faulty location until it can be replaced. A controlled operator situation should be used until the problem can be fully corrected. The lockout procedure may need to be modified/updated.

### Lock Out Tag Out Removal

Once the maintenance is complete, each Lock Out/Tag Out device shall be removed from each energy-isolating device by the employee who applied the device.

- Under no circumstances is it permissible for the last employee to leave any unsafe condition that isn't secured by a lock and tag.
- If the employee who locked / tagged out the equipment is not present at the facility, the designated supervisor may remove the Lock Out/Tag Out device after attempting to locate the lock's owner and
- The supervisor is required to follow and complete the Lock/Tag Removal Authorization Form if they are to remove another person's lock / tag

The work area shall be inspected to ensure the equipment guards and components are operationally intact.

All tools and materials are removed from the work area and equipment.

Employees must be notified and safely positioned or removed from the area prior to

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removing the Lock Out / Tag Out devices.

### **Positioning of Equipment After Maintenance**

Once all Lock Out / Tag Out devices are removed and any nearby employees are notified of the removal, the Authorized employee shall start up the equipment to ensure proper functionality.

This includes moving or testing the equipment to check if the work was done correctly.

If the equipment requires further service under lockout, perform the adjustment and repeat the lockout steps (if necessary).

**NOTE:** If at any time there is a change in personnel, the environment, risks or requirements of the work task (i.e. additional repair, removal/adjustment of additional equipment, broken tool/device, etc.), the work must stop, and the Track Form must be updated. The updated Track Form shall verify whether the current lockout and risk assessment are adequate to protect employees from the hazards involved. This process shall be completed any time an unplanned change in the work task occurs.

### **Group Lock Out / Tag Out**

Each authorized employee must attach a personal lockout device to the group device with the servicing and/or maintenance coordinated by the senior employee, even if the equipment is already locked out by another individual.

- Hasps shall be available to assure that every employee has a spot to lockout during group lockout situations.
- Employees should remove their lock when they are no longer working on the equipment.

A lockout leader shall organize and direct the actions of the group and will help to ensure the safety of everyone involved.

A lockbox can be used in a group lockout situation to accommodate all locks, with the lockout leader having his/her lock on the lockbox and the lockbox lock on the disconnect.

- The employees participating in the lockout during a lockbox situation shall verify that the key for the lock on the disconnect is present in the lockbox.
- Every authorized employee involved must still place their lock on the outside of the lockbox.

If servicing and/or maintenance will continue for extended periods or another shift, the original lockout must be removed, and the incoming shift employee(s) must complete a lockout from the initial step to ensure continuity.

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(Group LOTO/Supervisor Responsibilities) It is recommended that the responsible supervisor removes his or her lock and *tag* only after all other locks and tags have been removed and *only* after being assured that removal of the lock and tag will not endanger personnel or equipment. All required equipment guarding should be reinstalled prior to unlocking equipment.

### **Shift Changes**

Some locations often run multiple shifts or staggered schedules that results in equipment continuing to be locked out through shift changes. When this occurs, it is necessary for the shift coming on to lock out the equipment prior to the shift going off completely removing their locks.

In group lockout situations, it is recommended that the lockout leader from the shift going off be the last one to remove his/her lock, and only after the oncoming lockout leader has placed their lock on the hasp.

### **Close Proximity Maintenance (CPM) Requirements**

All CPM tasks must be approved by the supervisor on duty and all employees must be authorized.

All CPM tasks specific to a plant must have a complete Risk Assessment outlining the planned step-by-step procedure. These Risk Assessments must be reviewed and approved by plant/operations management and a safety representative before the task is performed. Once a procedure is approved and in place, the task can be carried out on an as-needed basis by authorized employees. This list is exclusive. If a particular task is not on the list of approved CPM procedures, LOTO is required.

This CPM exception is limited to a maximum of four authorized employees (including the operator) for one CPM task at a time.

For a two (2) person operation to conduct a CPM task, the operator must always have visual contact with the authorized employee performing the CPM task. If constant visual contact cannot be achieved, Lock Out / Tag Out / Try Out is required.

Emergency stops for designated equipment must be tested before engaging in CPM.

When anyone is in close proximity to energized equipment, a dedicated operator must be stationed on that equipment's control panel the entire time. Except as provided in "14 d." above (two- person operation in which visual contact must be achieved at all times), communication with the dedicated operator may be achieved through radio contact for a

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four (4) authorized employee operation only.

#### Steps:

- Clear the machine or equipment of tools and materials.
- Remove employees from the machine or equipment area.
- Remove the lockout or tagout devices.
- Energize and proceed with testing or positioning.
- De-energize all systems, reapply energy control measures, and verify that the component has been reduced to zero energy state prior to continuing the servicing and/or maintenance.

#### Examples:

1. When tracking a conveyor belt, the belt may have to be in operation for adjustments to be made.
2. If an unexplained sound is heard in a machine, the machine must be in operation in order to locate the source of the sound.
3. If a machine may have an electrical short, the machine must be energized so that the location of the short can be found.

#### Labeling

At a minimum, each disconnecting means for motors and appliances and each service, feeder, and branch circuit at its disconnecting means or overcurrent device shall be legibly marked to indicate its purpose, unless it is located and arranged so that the purpose is evident.

Labels should also include voltage, current, wattage, or other ratings as necessary and either the available incident energy or the required level of PPE. In addition to this information, CRH requires that a "Warning" or "Danger" label also be affixed to the

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Component / equipment / device which states the following: (see picture below)

An arch flash survey must be completed by a qualified person for each facility.

Arch flash survey is required to be updated if any modifications are made in the electrical



system or a minimum of every 5 years.

Electrical labels warning of arc flash (and containing all other required information) must be installed on electrical enclosures, as applicable.

### Contractor Expectations

All subcontractors are required to be qualified and show verification of training of the NFPA 70E standard prior to perform Lock Out / Tag Out / Try Out on any piece equipment or at any CRH facility.

Provide documentation of company LOTOTO program & policy to ensure they meet CRH's minimum standards.

Review Accident Case Studies prior to start of work.

Utilize CRH's owned locks (w/ keys). This is in case of shift changes or contractor leaving jobsite.

Notify CRH personnel if the scope of work changes during maintenance.

Provide own Personal Protective Equipment (PPE) that complies with all American National Standards Institute (ANSI). This includes:

- Hard Hat
- High Visibility Vest/Shirt

|                             |                    |                                                                                   |                                                                                    |                                                                                     |
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- Shirts with sleeves
- Long Pants
- Arc Rated protective gear
- Any other PPE required to safely perform job tasks.

Follow all Safety Rules to the extent that it imposes more stringent requirements than the contractor's program.

Notify CRH personnel if any government agency arrives on the jobsite.

Report all injuries and incidents to site supervisor.

### **Training**

CRH does not recognize Lock Out Tag Out Try Out authorization training that was received prior to employment at CRH.

Applicable LOTOTO training shall be provided to all Affected and Authorized employees (including temporary workers) before they begin work. Refresher training shall also be provided annually to all employees or whenever there is a significant change to the lockout program (e.g., change of lock color). The training shall explain the purpose of lockout, what lockout locks look like, the limitations of tags, the prohibition of performing lockout without authorization and what would constitute a lockout situation (e.g., bypassing a guard, point of operation, danger zone).

- Employers must provide initial training and retraining as necessary and must certify that such training has been given to all employees covered by the LOTOTO program.
- The training certification must include the employee's name and dates of training (Document on the Certification of Hazardous Energy Control Training Form and keep records on file).
- Affected employee training must include the following information:
  - Recognize when the energy control procedure is being implemented.
  - Understand the purpose of the energy control procedure.
  - Must not attempt to start-up or use the equipment that has been locked out.
- Authorized employee training is in-depth training that includes all aspects of the affected employee training, as well as the recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the method and means necessary for energy isolation and control (included in pre-authorization training). It shall also include hands-on training on the proper steps to lockout equipment following the equipment-specific procedures. This training shall be performed prior to the first time an employee ever locks out a piece of equipment and annually to all authorized employees.
  - The hands-on training shall include a demonstration of how LOTOTO is to be performed and the trainee satisfactorily demonstrating the lockout

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procedure for a supervisor. It is recommended that employees review the LOTOTO program with the supervisor within a week of authorization to ensure full understanding of LOTOTO. If employees have questions about what to do, they should ask their supervisor or reference the equipment-specific procedures.

- After completing the pre-authorization training and being authorized to lockout certain pieces of equipment, the applications that employees are responsible for locking out may be expanded. Before adding additional lockout-specific responsibilities, the employee is required to receive a review of how the task is completed. They must then satisfactorily demonstrate their proficiency in performing the LOTOTO procedure to a competent person before being authorized on that application (Document on the LOTOTO Verification of Proficiency Form).
  - (For the purposes of this document, the term “application” includes a group of common equipment such as conveyors, motors, silos, feeders, etc.)
- Trained on the usage and limitations of the Voltage testing equipment available onsite.
- Affected employee training must include the following information:
  - Recognize when the energy control procedure is being implemented.
  - Understand the purpose of the energy control procedure.
  - Must not attempt to start-up or use the equipment that has been locked out.

**NOTE:** If authorized employees are to use voltage testing equipment to troubleshoot and/or verify zero energy, then proper training and qualification on the use and hazards of that equipment (i.e.: voltmeter) shall be included in this training. No CRH employees are authorized to perform work or voltage testing on machinery with voltage ratings over 480v.

- Refresher training shall be provided annually to all employees or whenever there is a significant change to the lockout program (e.g., change of lock color). The training shall explain:
  - The purpose of lockout,
  - What lockout locks look like,
  - The limitations of tags.
  - The prohibition of performing lockout without authorization and what would constitute a lockout situation (e.g., bypassing a guard, point of operation, danger zone).
  - CRH shall provide initial training and retraining as necessary and must certify that such training has been given to all employees covered by the LOTOTO program.
- Retraining will be provided for all authorized and affected employees when there is a:

|                             |                    |                                                                                   |                                                                                    |                                                                                     |
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- Change in their job assignment
- Change in equipment or processes that present a new hazard
- Change in the energy control procedures
- Deviation from or inadequacies in the employee's knowledge or use of the energy control procedures
- Annually – Annual refresher training will be provided for all Authorized and Affected employees. At a minimum, refresher training for authorized employees will require proof of proficiency for all applications (common equipment) for which the authorized employee is responsible.

**NOTE:** Retraining will be provided whenever a periodic inspection identifies a deficiency or inadequacy in the LOTOTO program.

### Periodic Inspections

CRH performs periodic inspections to ensure the LOTOTO program procedures are being followed (Document on the LOTOTO Periodic Inspection Form).

- An inspection shall be conducted by an authorized employee (employees who utilize the energy control procedures cannot be included on the inspection team).
- The periodic inspection will be used to correct any deviations or deficiencies in the LOTOTO program and ensure employees are following energy control procedures.
- The periodic inspection will include an interview with the employees utilizing the LOTOTO program and energy control procedures.

All machine-specific procedures shall be inspected at least annually.

- The inspections shall be performed by an authorized employee who typically does not lockout that piece of equipment.
- The auditing employee shall be of sufficient knowledge and ability to determine if the procedures provide adequate de-energizing and protection for the employee.
- The auditing employee also shall have the authority to ensure corrections for incorrect procedures are made. The goal is to assure that the component and energy specific procedures are correct and provide adequate protection.

### Violation of Program

If an employee knowingly violates a LOTOTO procedure, they will be terminated.

If a possible violation is reported, the employee in question will be suspended until a full investigation can be completed and a determination is made.

When a violation is deemed to have occurred in accordance with the LOTOTO Program,

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following a suspension and review, the employee will be terminated and will not be eligible for rehire by any CRH company, or through an employment service or temporary labor agency, for a minimum of one year. **The rehiring of this employee after one year will be at the discretion of the Hiring Manager.**

The supervisor may also receive disciplinary action, up to and including termination, if it is determined that they did not properly train employees, knowingly allowed, or contributed to the violation of the LOTOTO program.

If a contractor is found to be in violation of this program, then CRH personnel shall take every measure to ensure they safely stop work and the contractor leave the jobsite / facility.

### Recordkeeping

1. Annual evaluations of Authorized employees will be sent to the HR and EHS Departments.
2. The HR and EHS departments will maintain digital records of the training certificates for all Authorized and Affected employees.
3. The training certification must include the employee's name, evaluators name and date(s) of training.
4. The LOTOTO Program must be accessible to all employees and reviewed annually.

### Forms:

|                                                                                                                                            |                                                                                                                                           |                                                                                                                                             |                                                                                                                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">LOTOTO Periodic Inspection Form</a><br>     | <a href="#">LOTOTO Change Management Form</a><br>      | <a href="#">Lock/Tag Removal Authorization Form</a><br> | <a href="#">Certification of Hazardous Energy Control Training</a><br> |
| <a href="#">Multiple Energy Source Lockout Form</a><br> | <a href="#">LOTOTO Verification of Proficiency</a><br> | <a href="#">LOTOTO Third Party Verification Log</a><br> | <a href="#">LOTOTO Program</a><br>                                     |

|                             |                    |                                                                                   |                                                                                    |                                                                                     |
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|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

|                             |                    |                                                                                                    |                                                                                                     |                                                                                                      |
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## LOTOTO Periodic Inspection Form

|           |
|-----------|
| Company:  |
| Location: |

| The equipment(s) or machines(s) utilized by LOTOTO procedures: |  |
|----------------------------------------------------------------|--|
| 1.                                                             |  |
| 2.                                                             |  |
| 3.                                                             |  |
| 4.                                                             |  |
| 5.                                                             |  |

| Any deviations or inadequacies identified: |
|--------------------------------------------|
|                                            |
|                                            |
|                                            |
|                                            |
|                                            |
|                                            |

Authorized Employee:

Name:

|                  |             |
|------------------|-------------|
| Signature: _____ | Date: _____ |
| _____            |             |

I certify that this inspection/training has been conducted:

Name:

|                  |             |
|------------------|-------------|
| Signature: _____ | Date: _____ |
| _____            |             |

|                             |                    |                                                                                                    |                                                                                                     |                                                                                                      |
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## LOTOTO Change Management Form

|                                  |                                    |                                                 |
|----------------------------------|------------------------------------|-------------------------------------------------|
| Date:                            |                                    | Location:                                       |
| <input type="checkbox"/> Planned | <input type="checkbox"/> Unplanned | Importance: (Circle One) (High) 1 2 3 4 5 (Low) |

|                                         |                                  |                                    |
|-----------------------------------------|----------------------------------|------------------------------------|
| Work Performed:                         |                                  |                                    |
| Unit/Equipment (Number/Name):           |                                  |                                    |
| Location of Work:                       |                                  |                                    |
| Assigned Crew/Person:                   |                                  |                                    |
| Estimated Job Time:                     |                                  |                                    |
| Specialized Tools Required:             |                                  |                                    |
| Comments:                               |                                  |                                    |
| Parts Needed:                           |                                  |                                    |
| Comments:                               |                                  |                                    |
| TRACK:                                  | <input type="checkbox"/> Written | <input type="checkbox"/> Unwritten |
| LOTOTO Procedures:                      | <input type="checkbox"/> Written | <input type="checkbox"/> Unwritten |
| Job Clean-up:                           | <input type="checkbox"/> Yes     | <input type="checkbox"/> No        |
| Job Feedback:<br>(Filled by Supervisor) |                                  |                                    |

\_\_\_\_\_  
Task Completed By: (Signature)

\_\_\_\_\_  
Manager (Signature)

\_\_\_\_\_  
Date Completed

|                             |                    |                                                                                                                                                                                                                                                          |
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## Lock/Tag Removal Authorization Form

|                        |  |
|------------------------|--|
| Facility:              |  |
| Supervisor:            |  |
| Current Date:          |  |
| Lock/Tag Removal Date: |  |

|                       |
|-----------------------|
| Absent Employee Name: |
|                       |

|                                |
|--------------------------------|
| Reason Lock/Tag needs removal: |
|                                |

Employee is absent due to; (Check One)

- ☐ Vacation/Illness
- ☐ Quit/Resigned
- ☐ Termination
- ☐ Other (Please specify): \_\_\_\_\_

|            |                                                                                                                           |      |      |              |          |
|------------|---------------------------------------------------------------------------------------------------------------------------|------|------|--------------|----------|
| Attempt 1: | Contact attempted via:<br><input type="checkbox"/> Phone<br><input type="checkbox"/> Mail<br><input type="checkbox"/> Fax | Date | Time | Contact Made | Initials |
| Attempt 2: | Contact attempted via:<br><input type="checkbox"/> Phone<br><input type="checkbox"/> Mail<br><input type="checkbox"/> Fax | Date | Time | Contact Made | Initials |
| Attempt 3: | Contact attempted via:<br><input type="checkbox"/> Phone<br><input type="checkbox"/> Mail<br><input type="checkbox"/> Fax | Date | Time | Contact Made | Initials |

**\*\* A copy of this document must be retained for one (1) year after the removal date. \*\***

I have made all reasonable efforts to contact the authorized employee to inform him/her that his/her lockout or tagout device has been removed. If the authorized employee is expected to return to work, I will ensure he/she has this knowledge before he/she resumes work at this facility.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

|                             |                    |                                                                                                                                                                                                                                                          |
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## Certification of Hazardous Energy Control Training

|                       |  |
|-----------------------|--|
| Employee Name:        |  |
| Job Title:            |  |
| Company:              |  |
| Location:             |  |
| Instructor Name:      |  |
| Instructor Signature: |  |
| Training Date:        |  |

|                                                                                                                                                                                                                                                                                                                                                                        |  |  |                                                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|---------------------------------------------------------------------------------------|
| Complete either the INITIAL or REFRESHER training sections below:                                                                                                                                                                                                                                                                                                      |  |  |                                                                                       |
| <input type="checkbox"/> INITIAL TRAINING                                                                                                                                                                                                                                                                                                                              |  |  |                                                                                       |
| <i>Required for both affected and authorized employees:</i>                                                                                                                                                                                                                                                                                                            |  |  |                                                                                       |
| Overview of sit's hazardous energy control program provided?                                                                                                                                                                                                                                                                                                           |  |  | <input type="checkbox"/> Yes <input type="checkbox"/> No                              |
| <i>Required for authorized employees only:</i>                                                                                                                                                                                                                                                                                                                         |  |  |                                                                                       |
| Reviewed applicable equipment-specific lockout procedures?                                                                                                                                                                                                                                                                                                             |  |  | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| Completed verification of proficiency?                                                                                                                                                                                                                                                                                                                                 |  |  | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| <input type="checkbox"/> REFRESHER TRAINING                                                                                                                                                                                                                                                                                                                            |  |  |                                                                                       |
| <i>Reason for refresher training:</i>                                                                                                                                                                                                                                                                                                                                  |  |  |                                                                                       |
| <input type="checkbox"/> Change in job assignments<br><input type="checkbox"/> Change in the equipment-specific lockout procedures<br><input type="checkbox"/> Deficiencies identified during a lockout procedure inspection<br><input type="checkbox"/> Deficiencies identified during a lockout verification of proficiency<br><input type="checkbox"/> Other: _____ |  |  |                                                                                       |
| <i>Content of refresher training:</i>                                                                                                                                                                                                                                                                                                                                  |  |  |                                                                                       |
|                                                                                                                                                                                                                                                                                                                                                                        |  |  |                                                                                       |

|                             |                    |                                                                                   |                                                                                    |                                                                                     |
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Multiple Energy Source Lockout Form

I certify that the following energy sources that have been isolated, locked, and verified as being locked out on:

\_\_\_\_\_
Date Time

\_\_\_\_\_
Signature (Authorized Employee) Signature (Witness)

This activity has been done in preparation for performing the following maintenance or service work.

Describe:

|     | Name of Component | Source(s) of Energy | Energy Isolation Device(s) |
|-----|-------------------|---------------------|----------------------------|
| 1.  |                   |                     |                            |
| 2.  |                   |                     |                            |
| 3.  |                   |                     |                            |
| 4.  |                   |                     |                            |
| 5.  |                   |                     |                            |
| 6.  |                   |                     |                            |
| 7.  |                   |                     |                            |
| 8.  |                   |                     |                            |
| 9.  |                   |                     |                            |
| 10. |                   |                     |                            |

Comments:

|                             |                    |                                                                                                    |                                                                                                     |                                                                                                      |
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## LOTOTO Verification of Proficiency

|                        |  |
|------------------------|--|
| Employee:              |  |
| Inspector:             |  |
| Inspection Date:       |  |
| Equipment Description: |  |

### Part 1 - Demonstration

|                                                                   | Yes | No |
|-------------------------------------------------------------------|-----|----|
| Equipment locked out in accordance with procedure?                |     |    |
| Emergency stops released before verifying zero energy state?      |     |    |
| Employee verifies zero energy state in accordance with procedure? |     |    |

### Part 2 - Interpretation

|                     |
|---------------------|
| Findings:           |
| Corrective Actions: |
| Comments:           |

To the best of my knowledge and belief, I assure you the above-mentioned employee understands the above procedure.

\_\_\_\_\_  
Inspector Signature

\_\_\_\_\_  
Date

|                             |                    |                                                                                   |                                                                                    |                                                                                     |
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## Lock Out / Tag Out / Try Out Third Party Verification Log

### General Log Information

\*A written risk assessment must be completed prior to each LOTOTO event to ensure all potential hazards have been addressed. (If the Task is identified as a Task that Kills, the Task that Kills form has been completed.)

\*LO/TO/Try-Out Verification Log must be completed and signed by an authorized individual before the LO/TO/Try-Out task can begin. Only when such an individual is not physically capable of being available in person, should they provide their authorization via mobile phone/facetime. In such an occurrence, details of the discussion must be provided in the comments section.

\*An authorized individual is defined as a non-participating supervisor/manager or a non-participating individual who is trained and authorized to perform the procedure.

\*Every worker will have their own lock on each component associated with the procedure.

\*Every worker will maintain control of their key at all times.

\*The expectation is to seek authorization/verification from a lead person/foreperson not participating in the activity. However, in the event that there are employees working in pairs (i.e. two employees) and there is no accessible lead person/foreperson on site, a competent lead person/foreperson that is included in the work task may sign off as third-party verification once the log is complete. A person is designated as competent based off skill, ability and knowledge in the subject (ie. Isolation & Lockout).

\*If contract employees are working on the same task as our employees, they should participate in all Parts of this log. For work being conducted solely by outside contractors, only Part 1 and Part 4 should be completed.

\* Please keep the log near the work activity until closed and retain for 90 days from log date.

### PART 1: LO/TO/Try-Out Information

|                      |  |           |  |
|----------------------|--|-----------|--|
| Date:                |  | Location: |  |
| Start Time/End Time: |  | Task:     |  |

### PART 2: LO/TO/Try-Out Review

Check the Box to the Right of Each Task to Verify Completion

|                                                                                                                                  |                              |
|----------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| 1. A risk assessment/TTK Form has been completed prior to performing the procedure.                                              | <input type="checkbox"/> Yes |
| 2. All energy sources identified in the associated LO/TO/Try-Out Component Specific Procedures have been deenergized and locked. | <input type="checkbox"/> Yes |
| 3. All workers have attempted and/or witnessed an attempt to restart/re-energize the equipment and have verified zero energy.    | <input type="checkbox"/> Yes |
| 4. All workers understand that should the scope of work change or additional workers be added, the process must be redone.       | <input type="checkbox"/> Yes |

|                             |                    |                                                                                                                                                                                                                                                          |
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Provide any additional notes/comments:

PART 3: Authorization to Conduct Work

To be completed by an Authorized Individual  
All the above information has been reviewed and verified.

Verified By:

|                                    |           |      |
|------------------------------------|-----------|------|
| Print Name – Authorized Individual | Signature | Date |
|------------------------------------|-----------|------|

Part 4: Employee / Contractor Sign Off

| Employee Name   | Employee Signature   |                                       |
|-----------------|----------------------|---------------------------------------|
|                 |                      |                                       |
|                 |                      |                                       |
|                 |                      |                                       |
|                 |                      |                                       |
|                 |                      |                                       |
|                 |                      |                                       |
|                 |                      |                                       |
|                 |                      |                                       |
| Contractor Name | Contractor Signature | Date Contractor Orientation Completed |
|                 |                      |                                       |
|                 |                      |                                       |
|                 |                      |                                       |

ANY EMPLOYEES THAT ARE NOT AUTHORIZED (I.E. COMPLETED LOTOTO TRAINING, INCLUDING TASK SPECIFIC) OR CONTRACTORS THAT HAVE NOT RECEIVED SITE SPECIFIC ORIENTATION ARE NOT PERMITTED TO CONDUCT THESE TASKS.



