Lock-Out/Tag-Out Policy

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<th>Authority: CUSA Board</th>
<th>Date Ratified: March 24, 2022</th>
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<td>Previous Amendments: N/A</td>
<td>Date Review: January 2022</td>
</tr>
<tr>
<td>Review Committees: Joint Health &amp; Safety Committee</td>
<td>Delegates: CUSA Executive Director CUSA Director of Human Resources</td>
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<td>Next Review Date: January 2026</td>
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Policy
All employees shall follow proper lock-out procedures in compliance with the applicable legislative requirements, when servicing, repairing, adjusting or maintaining any machine, equipment or device. These procedures will ensure that the employee will avoid contact with an uncontrolled energy source.

Safety Policy Overview
For CUSA to ensure the protection and safety of their employees, we have implemented a lock out/tag-out procedure to ensure employee safety with regards to maintenance/cleaning and defective equipment in need of repair.

This policy will ensure that all sources or energy (electrical, hydraulic, pneumatic, stored or gravitational) that powers the various types of equipment will have a zero energy status while the equipment is being serviced. This will ensure against accidental activation creating an endangerment to the employee’s health and well-being. Failure to follow and abide by this procedure or requirement will result in the performance management issue.

1. The employee must be authorized and have knowledge of how the equipment or machinery operates. Review operator manuals, training and instruction, for more details regarding machine specific lock-out procedures.
2. The employee must know how to turn off and disconnect the power supply to the equipment or machinery (circuit breaker, fuse panel, power supply box, unplug, etc), turn the equipment or machinery off and allow all moving parts to come to rest.
3. Turn off air supply and hydraulics. Wait to make sure that pressure is at zero pounds.
4. Inform a supervisor of the lock-out/tag-out situation and ask for direction if unsure of the correct procedure. Never assume or guess if you are performing it correctly. Identify all related systems that may be involved and ensure that a lock-out/tag-out system is applied to all pertinent equipment if necessary.

5. Disconnect or turn off the main power supply, apply a locking device to the power supply to ensure that the machine or equipment cannot be turned on (examples: padlocks, circuit breakers lock-out devices and plug cover). If more than one (1) person is working on the same piece of equipment, each person must apply an independent lock to the system. Each lock shall have a tag attached to it to identify the reason(s), date, and individual that locked out the equipment or machinery. Each lock system will have an independent key that the employee will keep on their person to ensure that no one else can disengage the lock-out/tag-out system and restore power to the equipment or machinery until the work is completed.

6. Once the lock-out/tag-out system is applied to the equipment or machinery, the start button shall be turned on to determine that a zero energy status has been achieved. Then turned off, while the work is being performed.

7. Commence servicing of equipment or machinery wearing the appropriate personal protective equipment that is required to ensure employee’s health and safety (examples: eye protection, foot protection, hand protection etc.)

8. When the work is completed, only the individual(s) involved will remove the lock-out/tag-out system. No one ever removes someone else’s lock and tag out system. Inform a supervisor that the work is complete.

Note: The only exception to this rule is if the employee has forgotten to remove his/her lock-out system and is unable to come into work to remove it. The employee must be contacted and notified of the situation. The lock may be removed, with the supervisor and another employee present. A competent person must inspect the machine to ensure that it is functioning correctly. If the employee loses their key to the lock-out system, a supervisor in the presence of the employee may remove the lock. Re-energize the equipment or machinery, ensuring that all the individuals involved are free from the danger zones and all guards and protective devices are replaced.

Potential Hazards

Unless a formal procedure is established and executed while dealing with machinery and equipment when performing maintenance, repairs and detecting defective parts, employees may be exposed to severe and unnecessary hazards.

- Belts, chains, conveyors, rollers, shafting, blades etc. that could cause potential entanglement, lacerations, crushing and amputations.
- Live exposed electrical wire that may cause electrocution.
- Heating equipment that may cause fire, explosion or burns.
Defective equipment may cause product damage and result in employee accidents from not operating correctly and safely.

The above list is not inclusive; other hazards may arise from not utilizing a lock-out system.

When determining the correct action to take when dealing with servicing, completing preventative maintenance, or repair operations on equipment and machinery, all connected energy sources (equipment may have more than one source) must be disconnected to a zero energy status.