



GENERAL HAZARDOUS ENERGY LOCKOUT POLICY (H.E.L.P)	Procedure Number SAF-1.13
	Issue Date August 5, 1992
SAFETY	Revision Date October 28, 2019
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ISSUED BY:  Safety Manager Coosa Pines Mill	APPROVED BY:  General Manager Coosa Pines Mill	<u>11-4-19</u> Date	<u>11-4-19</u> Date
INTERPRETATION AND PERIODIC REVIEW OF THIS PROCEDURE IS THE RESPONSIBILITY OF:		SAFETY MANAGER	
DISTRIBUTION ALL MANAGERS ALL TEAM LEADERS			

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1.0 PURPOSE

- 1.1 The purpose of this Policy is to state the requirements for the protection of employees, contractors, and visitors of Coosa Pines from the unexpected energization, start-up, or release of hazardous energy covered by this Policy, including but not limited to the following: electrical, mechanical, hydraulic, pneumatic, chemical, thermal, and radioactive.
- 1.2 This Policy applies to all operations of Coosa Pines. Strict observance of this Policy is a necessary part of accident and injury prevention.

2.0 RESPONSIBILITY

2.1 Implementation

The Hazardous Energy Lockout Policy (H.E.L.P.) was developed by Coosa Pines Operations and encompasses the following nine implementation steps. It is the responsibility of Coosa Pines to perform these nine steps to comply with OSHA Regulation 29 CFR 1910.147.

- 2.1.1 Establish a general procedure for providing and implementing appropriate lockout devices.
- 2.1.2 Establish a specific H.E.L.P. procedure for each task requiring energy control.
- 2.1.3 Establish a training and certification program to ensure employees' understanding of the identification of energy sources, lockout techniques, and procedures.
- 2.1.4 Establish a procedure for the removal of a lockout device if the owner is not present.
- 2.1.5 Establish a program to audit/update the general H.E.L.P. procedure and specific H.E.L.P. procedures as needed.
- 2.1.6 Establish contractor and visitor lockout guidelines and procedures.
- 2.1.7 Establish a guideline for group lockout.
- 2.1.8 Establish an enforcement guideline for this Policy.
- 2.1.9 Establish a guideline to ensure that energy isolation devices shall be designed into the project whenever replacement, repair, renovation, or modification of machines or equipment takes place.

2.2 Continuance

It is the responsibility of respective Department Managers to perform the following four steps to ensure continuance of the H.E.L.P. Policy as required by OSHA Regulation 29 CFR 1910.147:

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- 2.2.1 Inspections – An inspection of 25 randomly selected specific H.E.L.P. procedures from each department will be conducted once every 12 months to ensure the procedures are being followed (see attachment E). The inspections will conform to the following guidelines:
- a. The inspections will consist of an inspector observing an employee or employees engaged in the control of hazardous energy using specific H.E.L.P. procedures and the general H.E.L.P. procedure.
 - b. The inspection will be performed by an authorized employee other than the one(s) utilizing the procedure(s) being inspected.
 - c. The inspection will be designed to correct any deviations or inadequacies observed.
 - d. The inspection will include a review between the inspector and employee(s), of the employee's responsibilities in the specific H.E.L.P. procedure being inspected.
 - e. The department managers will certify that the inspections have been performed. The certification will identify the machine or equipment which was being shut down and locked out, the date of the inspection, the employees included in the inspection, and the person performing the inspection.
- 2.2.2 Procedures Audit/Update - The general H.E.L.P. procedure and specific H.E.L.P. procedures will be updated as required when an inspection, audit or machine modification reveals a discrepancy in the specific or general energy control methods being used.
- 2.2.3 Retraining - Retraining will be provided to reestablish employee/contractors/visitors knowledge or use of the general or specific H.E.L.P. procedures and to introduce new or revised energy control methods using the following guidelines:
- a. Retraining will be provided for employees/contractors/visitors whenever there is a change in job assignments, machines, equipment, or processes that present new hazards or when there is a change in the general or specific H.E.L.P. procedures that warrants retraining.
 - b. Retraining will also be provided when an inspection reveals there are deviations or inadequacies in the employees, contractors, or visitors' knowledge or use of the general or specific H.E.L.P. procedures.
- 2.2.4 Each department manager will ensure that the general H.E.L.P. procedure is reviewed with all employees at least once every 12 months and documented.

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3.0 RULES

3.1 General

The following rules cover general work situations and the **MINIMUM** level of protection each employee must establish **BEFORE** working on powered equipment. The basic tools involved are (1) the energy isolating device (valve, slide gate, slip blind, disconnect switch, block, chain, clamp, flange, etc.) and (2) the lockout device (padlock).

- 3.1.1 Every authorized employee, contractor, or visitor shall protect himself/herself by placing the appropriate lockout device(s) on the correct control(s) whenever they:
 - a. Perform maintenance or service on machinery or equipment,
 - b. Remove or bypass a guard or other safety device during normal operations, or
 - c. Place any part of their body into an area on a machine or piece of equipment where work is being performed upon the material being processed or where an associated danger zone exists during a machine operating cycle.
- 3.1.2 In accordance with OSHA Regulation 1910.333 (Selection and Use of Work Practices) a lockout device **AND** an ID Tag must be applied to every energy isolating device used to de-energize **ELECTRIC** circuits when authorized employees are interfacing with electrical components.
- 3.1.3 The specific method(s) of protection will be defined in a specific H.E.L.P. Procedure for each task. The following steps should be followed to create a specific H.E.L.P. procedure.
 - a. A blank form is maintained on the Portal under Safety and Health/ Forms/ HELP Blank Form.
 - b. Creator; must be knowledgeable/competent employees/employee from the affected area with process knowledge and will use the form to determine steps to be taken to safely perform the task.
 - c. The completed specific H.E.L.P. procedure for the task will then be sent to the department management for review and approval.
 - d. The HELP procedure will then be sent/delivered to the appropriate department manager in charge of properly formatting and storing the procedure on the Portal and or department file folder.
 - e. In a case where the specific lock out procedure requires a temporary revision to provide the degree of energy isolation required to safely perform the task, a completed Hazardous Energy Lockout Policy (H.E.L.P.) Temporary Revision Form (Attachment G) must be attached to the front of the specific lock out procedure and posted with it. This document will:

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- identify the area,
 - identify the equipment,
 - identify the Lock-Out Procedure being modified,
 - give the reason for the temporary revision,
 - list the steps involved in the revision,
 - Must be created by a competent operations employee with process knowledge of the equipment to isolate.
 - Must be validated by a Shift Team Leader, Operations Coordinator, or Management Representative.
 - Must be approved and dated by the Department Manager or higher to ensure the validation process has been followed.
- f. The changes reflected in this Temporary Revision Form are applicable only to this lock-out. The form may not be modified for reuse. An additional lock-out would require a new form to be completed.
- g. If the proper procedures are unclear or are in question, the employee shall contact his/her shift team leader immediately. The visitor or contractor must contact his/her Coosa contact/representative immediately.
- 3.1.4 The minimum requirements for the isolation and lockout of hazardous energy for a general work situation are:
- a. Alert the operator and other users of the system to be shut down. If the equipment is running, shut it down using normal shutdown practices.
 - b. Locate the proper energy isolating device(s) for energy source(s) of the system to be shut down (switch, valve, etc.).
 - c. Operate or locate the energy isolating device(s) into the "OFF" position so that the equipment is isolated from the energy source(s).
 - d. Using the appropriate lockout and ID Tag(s), secure the energy isolating device(s) in the "OFF" position.
 - e. Attempt to physically operate the energy isolating device. Make sure that the lockout device cannot be bypassed.
 - f. Potential/stored energy within the system must be dissipated or restrained. If the source of energy being controlled is a fluid, air, gas, or steam: bleed the line between the energy isolating device and the equipment being worked on. Lock

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any open valve(s) which, if accidentally closed, could potentially recharge the line.

- g. After ensuring that no personnel are exposed to danger through accidental start-up, check that the energy isolating device is effectively "OFF" by pressing the equipment's "START" push-button. **TRY TO ACTUALLY START THE EQUIPMENT.** Return the control to the "OFF" or "NEUTRAL" position. (See the Electrical Safe Work Policy for additional information).

NOTE: If the equipment has electrical interlocks with other equipment, the push button test will not be a valid test unless the appropriate interlocks with other equipment are satisfied.

- h. If the work to be performed involves interface with the electrical components and controls of the equipment, only qualified personnel should perform the task. An **electrically safe** work condition shall be achieved when performed in accordance with the procedures identified in NFPA 70E, Article 120.2, 2018 Edition.

(See the Electrical Safe Work Practices Policy for additional information).

- i. Upon completion of the task, and/or before leaving the mill, the authorized employee, contractor, or visitor must remove his/her personal lockout device (**SEE * EXCEPTION**).

***Exception:** In the case of personal lockout devices attached to group lockout lockboxes on extended downs (more than one day); the personal lockout device may be left on the lockboxes for more than one day with prior approval.

- j. If the work is to be continued by another authorized employee, the incoming employee must maintain the integrity of the lock out of the equipment.
- k. Upon completion of the task, the following steps must be followed for the proper removal of the personal lockout device(s) to ensure a safe start-up:
 - i. Inspect the work area to ensure all nonessential items have been removed and that the equipment and machinery are intact.
 - ii. Check the work area to ensure that all employees have been safely positioned or removed from a danger zone.
 - iii. Notify the operator and other users that the personal lockout device(s) are being removed.
 - iv. Remove the personal lockout device(s). They shall only be removed by the person who installed them.

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3.1.5 Minor tool changes, 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.** (If there is not an approved TAG or work procedure on file, any work done under this exemption requires the approval of the department manager or his immediate designee.) Some examples are as follows:

- a. Training conveyor belts.
- b. Running on belts or chains.
- c. Changing brushes in motors and generators when equipment is running.
- d. Working in manholes or cable raceways around energized electrical equipment (OSHA 1910.333).
- e. Testing electrical circuits "hot" for the purpose of locating trouble (OSHA 1910.333).
- f. Inspecting elevators.

3.1.6 The Coosa employee lockout device (padlock), **MUST COMPLY** with the following specifications:

- a. Shall be standardized throughout the Coosa Pines facility by the following colors:
 - i **Blue** - Personal Locks
 - ii **Red** - Departmental Locks
 - iii **Green** - Lockout Box Locks
- b. Shall be clearly identified on an ID Tag with the following:

Blue Personal Locks	Coosa Employee Name and employee Clock Number.
Red Department Lock	Designated Primary Authorized Employee*, Name of Department
Green Lockout Box Locks	Designated Primary Authorized Employee*, Name of Department

*Designated primary authorized employee within a crew, craft, department, or other group authorized to apply red departmental locks or green lockout box locks.

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- c. Blue personal locks and red departmental locks shall be keyed padlocks with **ONLY ONE KEY**, although one key may unlock several locks in one individual or department's possession.
 - d. Green lockout box locks shall be keyed padlocks with only **ONE KEY TO ONE LOCK**.
 - e. Shall be provided by Coosa Pines Operations.
 - f. Shall **ONLY** be used for the purposes of hazardous energy lockout.
 - g. Blue personal locks shall **ONLY** be used by the assigned individual and should **NEVER** be loaned to another person.
- 3.1.7 The Blue personal hazardous energy lockout locks and keys will be stocked and issued only by the Safety Coordinator. A record of lock/key serial numbers will be maintained on the Portal.
- a. Individual employees will be issued blue personal locks/keys and identification tags for their use.
 - b. Designated departmental representatives will be issued a number of blue personal locks to be temporarily issued to employees; contractors, or visitors as required.
 - i Along with these locks, temporary identification tags will be issued.
 - ii A written record shall be made of the lock number, person lock issued to, responsible supervisor or employer, and date issued.
 - c. Departments will order red departmental locks from the Coosa Pines Storeroom as needed.
 - d. Departments will order green lockout box locks from the Coosa Pines Storeroom as needed.
- 3.1.8 Blue personal locks will be applied to energy isolation devices and lockboxes to protect an **INDIVIDUAL** from energy sources. The blue personal lock is the **ONLY** lock that will be used for personal protection from hazardous energy. For example, if a primary authorized employee applies green or red locks to energy isolation devices, he/she still **MUST** apply his/her blue personal lock to the energy isolation devices or lockbox if he/she is to be exposed to potential hazardous energy.
- 3.1.9 Red departmental locks will be applied to energy isolation devices to protect machines and equipment from energy sources. The red departmental lock may be left on the energy isolation devices for more than one shift in the case of extended shutdowns. This lock is **NOT** to be used in place of the blue personal lockout device.

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- 3.1.10 Green lockout box locks will be applied to energy isolation devices and lockboxes by a primary authorized employee to isolate energy when a lockbox is used for group lockout. The green lockout box lock may be left on the energy isolation devices for more than one shift in the case of extended shutdowns. This lock is **NOT** to be used in place of the blue personal lockout device.
 - 3.1.11 Except in the unusual situation where an employee/contractor/visitor has left his/her lock on a piece of equipment and has left the mill (see Section D), no individual shall disturb in any way the position or setting of a switch, valve, or other controls upon which there is a lock.
 - 3.1.12 It is the responsibility of every individual before proceeding to operate any switch, valve, or other controls to first carefully check to see if a lock is present. If such a lock is present, the switch, valve, or other controls so locked cannot be disturbed.
 - 3.1.13 The Safety Department will include the covering of the General H.E.L.P. procedure in the orientation of new hires. Each department manager will ensure that the General H.E.L.P. procedure and specific H.E.L.P. procedures are reviewed with each new employee prior to exposure to hazardous energy.
 - 3.1.14 Copies of specific H.E.L.P. procedures and the General H.E.L.P. procedure will be located strategically throughout the mill at work stations when lock outs are required, in departmental offices, and on the Portal.
- 3.2 Group Lockout**
- 3.2.1 Multiple Lock Hasps
 - a. Multiple lock hasps are provided at Stores in order to allow up to five individuals to place their locks on one energy control source.
 - b. The sixth space on the hasp must be left open so that the hasps may be stacked to allow more employees to attach their locks to the controls.
 - 3.2.2 Coosa Pines Lockboxes
 - a. Lockboxes will be constructed using the following specifications and provided to each department (See Attachment A):
 - i Shall be painted fluorescent "hot" pink.
 - ii Shall have a transparent cover.
 - iii Shall be stenciled "Coosa Pines Operations Lockbox" in black letters.
 - iv Shall have attached a plastic envelope for the purpose of protecting the lockout list.

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- v Shall have pegs installed inside on which to hang keys.
- vi Shall have a lockable hasp.
- b. The designated primary authorized employee will apply green lockout box locks to various energy isolation devices according to rules in Section 3.1.
 - i The keys from these locks will be tagged to identify the energy sources that have been locked out and placed in the lockbox.
 - ii The primary authorized employee will lock the box using a green lockout box lock with a tag attached to the lock identifying the department.
 - iii A list of the various lockout points will be displayed with the lockbox (See Attachment B).
 - iv If a crew, craft, department or other group has completed a lockbox lockout, and another crew, craft, department or other groups are required to work on the same piece(s) of equipment the other crew, craft, department or other groups involved may work under the original lockbox lockout arrangement after the other primary authorized employee(s):
 - a) Check the lockout points to ensure the locks are in place according to the lockout list.
 - b) Co-sign and date the lockout list.
 - c) Apply a green lockout box lock and department tag to the lockbox.
 - d) Apply a Coosa Pines break-away seal and record seal number on front of lockout form. If lockbox needs to be reopened for any reason, a new seal will be placed on the lockbox, and the new seal number will be recorded on front of the lockout form.
- c. Authorized employees will apply their blue personal locks to the lockbox using multiple lock hasps as required.
- d. If an individual questions the integrity of the lockbox arrangement, he/she may check the individual lockout points and apply his/her blue personal lock to these energy isolation devices if he/she desires.
- e. Designated primary authorized employees will check the green lockout box locks on each energy isolation device and on the lockbox at least once a day during extended downs. This requirement will ensure verification of energy control on a continual basis.

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3.2.3 Contractor Lockboxes

- a. Contractor lockboxes must meet OSHA specifications.
- b. Contractor lock outs must comply with Section 3.3 Contractor and Visitor Guidelines and Section 3.4 Removal of Lockout and Energy Isolating devices (When an Employee, Contractor, or Visitor Has Left the Facility).
- c. Each contractor employee must personally place their lock on the lockout box and remove it from the lockout box.
- d. A contractor representative will accompany the Coosa Pines designated primary authorized employee when the green locks are being applied in section 3.2.2. b., above, or, if work scheduling requires it, will observe the applied locks at a later time. (This may require multiple contractors if more than one contractor group is working in the area.)
- e. The contractor representative will co-sign and date the lockout list.
- f. After the contractor representative has observed the lock out of all designated equipment and the Coosa Pines designated primary authorized employee has completed the Coosa Pines Lockbox the contractor representative will place a lock on the Coosa Pines lockbox.
- g. The key to this lock will be placed in the Contractors lock box and a lock will be placed on the box by the contractor representative.
- h. A copy of the lockout procedure identifying the various lock out points will be displayed with the contractor lockbox.
- i. All contractor personnel performing work on or entering the danger zone of the equipment must then place their personal locks on the contractor lockbox before work or entry begins.
- j. If an individual questions the integrity of the lockbox arrangement, he/she may check the individual lockout points and apply his/her blue personal lock to these energy isolation devices if he/she desires.

3.3 Contractor and Visitor Guidelines

- 3.3.1 Contractors and visitors shall provide locks for their personnel.
- 3.3.2 The contractor and visitor Personal Lockout Device must be a keyed padlock with **ONLY ONE KEY. NOTE:** one key may unlock several locks belonging to one individual.
- 3.3.3 Contractor and visitor locks will be identifiable by the use of a Lockout ID Tag which will be attached to the lock. These tags are white in color with a red band. Coosa

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Pines contacts are responsible for seeing that these tags are available. (Attachment C).

- 3.3.4 The contractor and visitor must legibly complete the Lockout ID Tag information which will include the Contractor or Visitor Employee Name, the Company or Firm the individual is working for, and the Coosa Pines Contact Person.
 - 3.3.5 Locks with these Lockout ID Tags attached shall only be used for the purpose of hazardous energy lockout.
 - 3.3.6 Before exposure to any hazardous energy in the facility, it is the responsibility of the Coosa Pines contact person to ensure that contractors and visitors have been trained on the General H.E.L.P. procedure and the specific H.E.L.P. procedures as required.
 - 3.3.7 If necessary, the Coosa Pines contact person will obtain locks from the designated department representative and issue them to contractors and visitors. Temporary identification and information tags are available from Stores.
 - 3.3.8 No contractor or visitor will apply locks at the facility unless a designated Coosa Pines, knowledgeable and competent contact person is present from the related department.
 - 3.3.9 In the case of large turnkey projects where there are absolutely no interaction between Coosa Pines employees and contractor employees, Coosa Pines reserves the right to inspect the contractor's lockout procedure and may allow it to be used instead of this procedure, if the contractor's procedure meets the requirements of OSHA Regulation 29 CFR 1910.147 (The Control of Hazardous Energy).
- 3.4 **Removal of Lockout and Energy Isolating devices (When an Employee, Contractor, or Visitor Has Left the Facility).**
- 3.4.1 Personal Locks - Only the individual placing his/her personal lock shall remove it unless he/she cannot be reached or cannot return to the mill to remove his/her lock.
 - a. Employee, Contractor, or Visitor who **CAN** be contacted and who **CAN** return to the mill to remove his/her lock.
 - i If an employee, contractor, or visitor has left his/her personal lock on an energy isolating device or lockbox and has left the mill, he/she is expected to return to the mill to remove his/her personal lock if he/she can be contacted.
 - ii In such cases, Coosa Pines hourly employees will clock in and out and will, within the limits of the Fair Labor Standards Act, receive only straight time for actual time spent in the mill.

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- b. Employee, Contractor, or Visitor who **CANNOT** be contacted or **CANNOT** return to the mill to remove his/her lock.
 - i If an employee, contractor, or visitor has left his/her personal lock on an energy isolating device or lockbox and has left the mill, every reasonable effort will be made to contact the employee, contractor, or visitor to have him/her return to the mill to remove his/her lockout device.
 - ii If he/she **CANNOT BE CONTACTED** or **CANNOT RETURN TO THE MILL**, only the department manager or designated department representative may remove the lock after proceeding through the following steps:
 - a) Verify the employee, contractor, or visitor who applied the lock is not at the facility.
 - b) Careful inspection of the equipment.
 - c) Completion of Attachment E Lockout Device Removal Form*.
 - iii Ensure that the employee, contractor, or visitor has the knowledge that his/her lock has been removed before he/she returns to work at the facility.
- c. Employee, Contractor, or Visitor who **CAN** be contacted but **CANNOT RETURN TO THE MILL** to remove his/her lock(s).
 - i Inform the individual that his/her lock is being removed.
 - ii Careful inspection of the equipment.
 - iii Completion of Attachment E Lockout Device Removal Form*.

3.4.2 Red Departmental Locks and Green Lockout Box Locks - Responsibility for the control of and removal of red departmental locks and green lockout box locks may be transferred from one primary authorized employee to another to ensure continued control in the case of extended shutdowns.

*Lock removal by anyone other than the individual placing the lock will be documented by the department (See Attachment E).

3.5 Enforcement

3.5.1 The responsibility for enforcement of this procedure is vested in the respective department managers.

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- 3.5.2 Department managers will lead a near-miss accident investigation following any rule violation.
- 3.5.3 This near-miss accident investigation must establish an action plan to prevent any reoccurrence of the violation.
- 3.5.4 The action plan may include disciplinary action of any employee violating these rules.
- 3.5.5 Strict enforcement of this procedure is necessary for the protection of life and limb of Coosa mill employees, contractors, and visitors.

4.0 RECORD OF REVISIONS

Section	Revision Number	Effective Date	Description
ALL	Original	August 5, 1992	Original Policy development.
ALL	1	January 26, 2005	This is a complete revision of the Policy.
ALL	2	June 30, 2006	This is a complete revision of the Policy.
3.2.3 3.5.1 d	3	May 03, 2007	Addition of a Contractor Lockbox requirement section. 3.5.1d added procedure to follow for tag removal.
ALL	4	October 15, 2008	Name change due to merger
3.1.3 3.1.4 h 3.1.5	5	January 07, 2010	Additions: 4 steps to create a specific HELP procedure added. Clarification of existing statement and addition of reference needed to achieve an electrically safe work condition. If there is not an approved TAG or work procedure on file, any work done under this exemption requires the approval of the department manager or his immediate designee.
3.1.3	6	August 04, 2010	Addition of 3.1.3 e, Temporary Revision Form language and Attachment G, Temporary Revision Form.
3.5 Attachment D	7	April 09, 2012	Removed old section 3.5 (Tagout Devices), and Attachment D (Tagout Device).
ALL	8	March 18, 2014	Changed to Resolute logo. Changed Safety and Health Manager and General Manager names.
Cover 3.2.2	9	March 10, 2016	Removed names of Safety Manage and General Manager, added break-away seal requirements for lockboxes, updating attachment G, and the addition of attachment H

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3.1.3 3.1.4 3.1.6 3.1.13 3.1.14 3.3.8 3.5.5 Attachment G Attachment H	10	October 28, 2019	b. Added creator & c. be sent to manager and filed on portal and or folder. Added must be created by EE with process knowledge, e. must be validated by STL, Ops Coordinator or Management Rep. Added must be approved by Department Manger or higher to ensure validation has been followed. e. separated contact his/her STL and the visitor or contractor to contact their rep. h. Changed date to 2018. b. Made clock number mandatory. Changed from HR Dept. to Safety Dept. Added when lock outs are required. Added knowledgeable & competent person from related department. Added contractors and visitors. Added Temporary Revision Form Added H.E.L.P template
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ATTACHMENTS

ATTACHMENT A - LOCKBOX SPECIFICATIONS

ATTACHMENT B - LOCKOUT LIST

ATTACHMENT C - TAGOUT DEVICE (contractor)

ATTACHMENT D - REMOVED

ATTACHMENT E - LOCKOUT DEVICE REMOVAL WHEN EMPLOYEE/CONTRACTOR HAS LEFT THE MILL

ATTACHMENT F - Hazardous Energy Lockout Policy SAFETY INSPECTION FORM

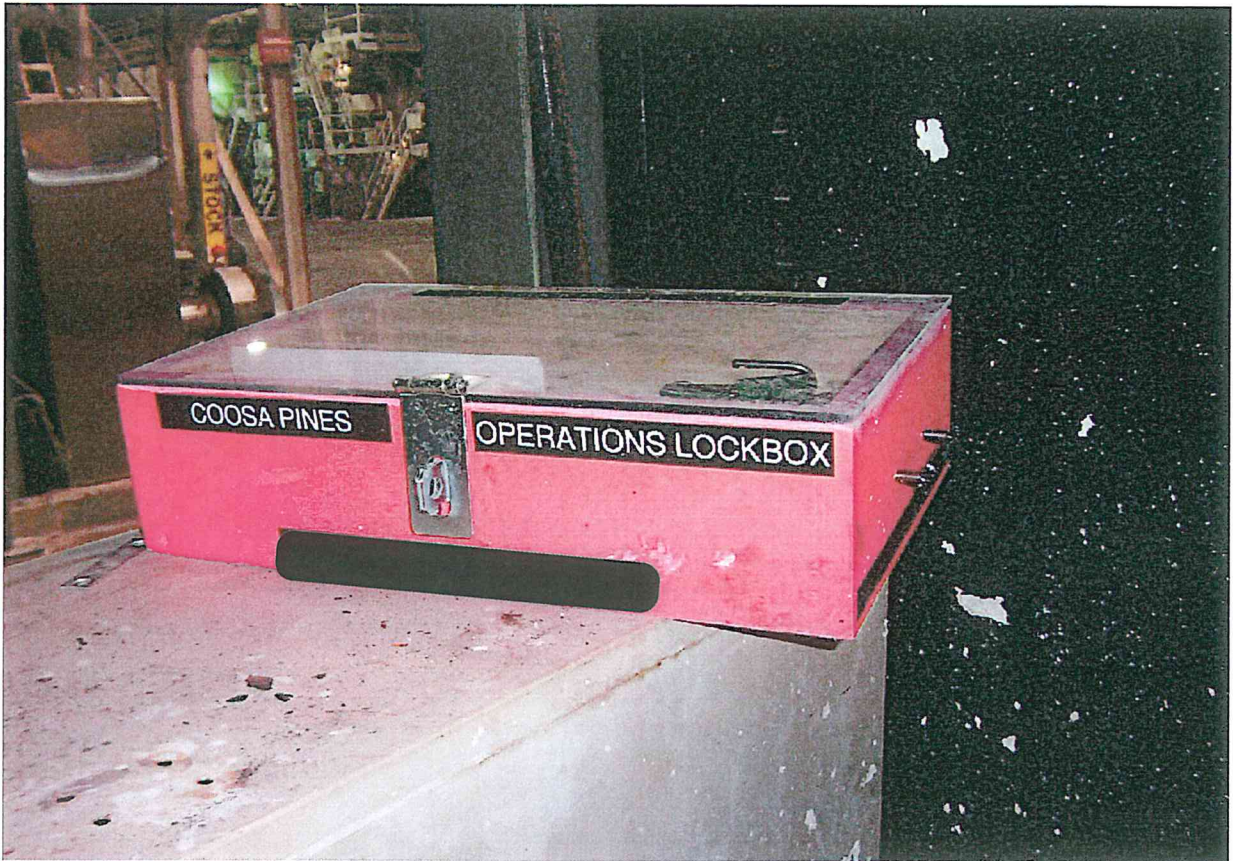
ATTACHMENT G - Hazardous Energy Lockout Policy (HELP) TEMPORARY REVISION FORM

ATTACHMENT H- HELP

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ATTACHMENT A

LOCKBOX FEATURES



- FLUORESCENT "HOT" PINK**
- LOCKABLE HASP**
- CLEAR TRANSPARENT COVER**
- PEGS INSIDE FOR KEYS**
- CLEAR PLASTIC ENVELOPE**
- IDENTIFIED AS "COOSA PINES OPERATIONS LOCKBOX"**

NOTE: DIMENSIONS WILL VARY



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ATTACHMENT B

LOCKOUT LIST

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**HAZARDOUS ENERGY LOCKOUT POLICY
LOCKOUT LIST**

**Department -
Machine Name/# -**

H.E.L.P. Procedure No.: _____ **Date Written:** _____

Written By: _____ **Date Reviewed:** _____

Approved By: _____ **Date Revised:** _____

STEPS:

- 1.
- 2.
- 3.
- 4.

Executed By: _____ **Date:** _____

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ATTACHMENT C
TAGOUT DEVICE





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ATTACHMENT E

**HAZARDOUS ENERGY LOCKOUT POLICY
LOCKOUT DEVICE REMOVAL WHEN EMPLOYEE/CONTRACTOR/VISITOR
HAS LEFT THE MILL**

8/1/91

COOSA PINES OPERATIONS EMPLOYEE	
Name:	Employee Number:
COOSA PINES OPERATIONS TEAM LEADER:	
Department:	
Department Manager:	
NON- COOSA PINES OPERATIONS EMPLOYEE:	
Name:	Company:
Representative:	
Date Lock Was Removed:	
Reason Employee/Contractor/Visitor did not remove lock:	
Prepared By:	Date:
Distribution: Employee Department Team Leader Department Manager Human Resources	



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ATTACHMENT F

HELP SAFETY INSPECTION FORM

Date: _____ Department: _____
 Team Audited: _____
 Inspected By: _____
 Equipment Number/HELP Procedure ID: _____
 HELP Procedure Description: _____

Inspection Check List:	Check OK	Comment
HELP Procedure printed	_____	_____
Equip No. Correct	_____	_____
Procedure Description Correct	_____	_____
Unitrol ID Correct	_____	_____
Confined Space Permit Req.	(Y N)	_____
Permit Correctly Completed	_____	_____
Lockout Sheet Present	_____	_____
Lock/Machine Numbers correct	_____	_____
Proper Sign off	_____	_____
Proper Type and Color Locks	_____	_____
Keys Present in Box	_____	_____
Procedure Steps/ Haz. /Pics Correct	_____	_____
* Note: be sure Valve lock steps show to "Lock Drain valve <u>open</u> "		
Sketch Correct	_____	_____
Lockout Tested before work	_____	_____
Observed _____	Not Observed (Verbal Confirm) _____	

Discrepancy Details / Corrections Needed

Department Manager reviewed: _____ Date: _____
 Distribution: The Safety Department

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ATTACHMENT G- Page 1

Hazardous Energy Lockout Policy (HELP)
TEMPORARY REVISION FORM

Date Submitted: _____ Estimated Completion: _____

This form is intended for use on a case-by-case basis. It shall only be used after a determination has been made that the normal Lock-Out procedure is not adequate to safely complete the task. This document shall be used only for the duration of this Lock-Out.

Equipment Location / Description

Process Area	
Equipment Number	
Lock-Out Description	

Reason For Using A Temporary Revision

- No Existing Lock-Out Sheet
- Modification of HELP Required

Reason For Modification

Description of Revision(s)

The following changes have been made to the attached Lock-Out procedure. The modifications are to only be used through the duration of this Lock-Out.

(Use back of form for additional instructions)

Activities to Consider

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ATTACHMENT G- Page 2



Coosa Pines Operations

	Yes	No
Is a jobsite tour necessary?		
Should we consult a process diagram?		
Should an additional resource be consulted?		
Are steps in the description in the correct order?		
Is a line break required?		
Does the work area being modified require additional protection (e.g. barricades)?		
Does the equipment need to be drained or flushed before being locked out?		
Are all automatic valves positioned to allow full system drainage		

Hazardous Energy / Additional PPE

Consider the presence of residual energy sources from the following areas. If present, identify the appropriate control measures.

	Yes	No	PPE / Control Measures
Electrical			
Pneumatic			
Kinetic			
Hydraulic			
Thermal			
Chemical			
Radioactive			
Additional PPE Required			

(Use back of form for additional control measures)

Participants (all team members developing or modifying lockout)

Approvals

	Name	Date Applied	Date Removed
Creator	_____	_____	_____
Validator*	_____	_____	_____
Approver**	_____	_____	_____

Creator; Competent operations employee with process knowledge of the equipment to isolate.
 * Validator; must be a Shift Team Leader, Operations Coordinator, or Management Representative.
 ** Approver; must be a Department Manager or higher to ensure the validation process has been followed.
 - Return form with HELP document to area Management when lockout is removed.
 - Management forward the forms to Safety Department for records retention.

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ATTACHMENT H- Page 1

HAZARDOUS ENERGY LOCKOUT PROCEDURE

Department:	
Area:	
Equipment Number:	
Description:	
Date Originated:	
Last Date Revised:	
Last Date Reviewed:	
Approved By:	
Department Manager:	
Distribution:	

SECTION INDEX

- I. Purpose
- II. Scope
- III. Summary of Lock-out Points
- IV. Procedure
- V. Revisions

Lock Seal #: _____

I. PURPOSE

- 1.
- 2.
- 3.

II. SCOPE

This procedure applies to the following tasks:

- 1.
- 2.
- 3.



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ATTACHMENT H- Page 3

HAZARDOUS ENERGY LOCKOUT PROCEDURE

Area:	
Equipment Number:	
Description:	

IV. PROCEDURE

Steps	Potential Energy Sources/Hazards	Visual Aid
1		
2		
3		
4		
5		
6		