

**U.S. CONCRETE, INC.
SAFETY POLICY and PROCEDURE MANUAL**

FUNCTION	Safety
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TOPIC	Lock Out / Tag Out Program
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OBJECTIVE(S): To provide a work atmosphere that is conducive to attaining a high work standard and as free as possible from safety and health hazards. To that end, U.S. Concrete has devised this Standard Operating Procedure developed to eliminate the hazards associated with releases of energy or hazardous materials in an area where employees or others could be adversely affected. This includes, but is not limited to, confined space entry where the unexpected release of electrical, mechanical or chemical energy could result in the injury or adverse health effect to an employee. This program is based on the Occupational Safety and Health Administration (OSHA) Standard 29 CFR 1910.147.

GENERAL POLICY: (Defined below)

APPLICATION: U.S. Concrete, Inc.

RESPONSIBILITY: President/General Manager

(1) STATEMENT OF POLICY

To eliminate the potential accidental release of stored energy during routine maintenance, cleaning, adjusting or lubricating of equipment at this U.S. Concrete facility, all employees performing such tasks shall adhere to the procedures established by this document.

(2) **INDIVIDUAL RESPONSIBILITIES**

Operations Manager - is responsible for the lockout/tagout program. It is his responsibility that the employees fully understand procedures and that these procedures are strictly followed. If the procedure is not adequate to cover a specific job, the Operations Manager, in conjunction with the Health and Safety Manager, shall develop further procedures that ensure safety during the operation.

Shift Supervisor - is responsible for the following:

1. Instructing employees, including contractors, in the following areas:
 - Purpose and nature of the procedure;
 - Recognition and application of adequate methods of isolating hazardous energy sources; and
 - Procedures for safely re-energizing the equipment when work is complete.
2. Ensuring that all employees affected by the job are notified.
3. Providing locks, tags, and keys specifically identified as ones for the lockout/tagout program.

Coordinating the continuation of lockout and tagout protection through shift and employee changes.

Follow-up periodically to ensure compliance with lockout/tagout procedures.

Individual Employees - the employee is responsible for knowing and following the established procedure that is applicable to the safe performance of his job.

Safety Manager - is responsible for administering the lockout/tagout program by providing:

1. Training;
2. Procedures; and
3. Audits and evaluations.

(3) **TRAINING REQUIREMENTS**

Lockout/tagout training shall consist of classroom and on-the-job training.

1. Classroom instruction shall include:
 - regulations
 - program requirements
 - lockout procedures

- terms and definitions
- hazard recognition
- potentials for stored energy

2. On-the-job training shall consist of:

- lockout methods
- lock and tag placement
- equipment de-energizing and re-energizing techniques
- valve binding

(4) RETRAINING REQUIREMENTS

Employee retraining shall be conducted whenever there is; (1) a change in employee job assignments, (2) equipment or job process changes, or (3) a change in the procedure.

Employee retraining shall also be conducted whenever the periodic inspection or the health and safety manager perceives that there are deviations from or inadequacies in the employee's knowledge or use of this procedure.

The retraining shall reestablish employee proficiency and introduce new or revised control methods or procedures, as necessary.

Acknowledgement of this training shall, as with the initial training, contain each employees name, dates of training, the equipment and procedures utilized and the person performing the inspection.

(5) PROCEDURES AND OPERATIONAL REQUIREMENTS

Procedures

The following steps are required by authorized personnel performing Lockout/Tagout.

1. Review the machinery or processes to ensure an adequate knowledge of the type and magnitude of the energy source(s), the hazards of the energy to be controlled, and the appropriate methods or means to control the energy.
2. Notify the affected employees that hazardous energy is being disconnected.
3. Disconnect hazardous energy sources(s) and place his own lock(s) on the proper device(s).
4. Complete the "Danger" or other approved tags and affix them, with the lock(s), at the point(s) where the energy source(s) were de-energized and at the point where the operation is to take place.

Prior to the placement of any lockout devices, all energy isolating devices (i.e. switches, valves) shall be placed in a "safe" or "off" position. The lockout device(s) shall then be affixed in such a manner as to hold the energy isolating devices in this "safe" or "off" position.

In the event tagout devices must be used alone, they shall be affixed in such a manner as to clearly indicate that the operation of movement of energy isolating devices from the "safe" or "off" position is prohibited.

NOTE: TAGOUT DEVICES ARE PROHIBITED FROM USE ON ENERGY SOURCES CAPABLE OF ACCEPTING A LOCKOUT DEVICE.

In the event that a tag cannot be affixed directly to the energy-isolating device, the tag shall be located as close as safely possible and their intent immediately obvious to anyone attempting to operate the device.

5. Relieve all residual hazardous energies and test equipment to ensure that there is "zero" energy at the point of operation. Depending on the type of machinery, blocks or pins may be required to ensure that all energy is removed from the operation zone. Return all controls to normal (usually off) after testing.

If there is a possibility of re-accumulation of stored energy to a hazardous level, verification of isolation shall be continued until the servicing or maintenance is completed, or until the possibility of such accumulation no longer exists.

6. After all work is completed and inspected, all guards shall be replaced (except those covering required adjustment points).
7. When it is determined that the energy is ready to be restored, the affected employees shall be notified that energy is about to be restored and a visual check of the area shall be made to determine that all material, spare parts and employees are clear of any danger area. Each employee shall remove his own padlock and tag. Only after these steps are taken may energy be restored.
8. After final adjustments are completed, the remaining guards shall be replaced.

Equipment Testing and Positioning Procedures

In the event that lockout or tagout devices must be temporarily removed from the energy-isolating device, the following procedures must be followed:

1. clear the equipment of all tools and materials and ensure that the equipment components are operationally intact;
2. Ensure that all employees are safely positioned or removed;
3. The employee who applies the lockout/tagout device(s) shall then remove said device(s) from each energy isolating device;

4. Re-energize the equipment and proceed with the testing or positioning;
5. De-energize all systems and reapply the energy control devices in accordance with the procedure previously specified.

Group Lockout/Tagout Devices

When more than one employee is working on the machinery or equipment, the following modifications to the above procedures are required:

1. Shift Supervisor shall install the group lockout/tagout device.
2. Each authorized employee must attach his or her own lock and tag to the group lockout/tagout device before beginning work on the equipment or machinery.
3. Each authorized employee shall remove those devices when they stop working on equipment or machinery.

Outside Personnel (Contractor) Procedures

Whenever outside personnel are engaged in activities requiring lockout/tagout procedures, the following procedures will be instituted:

1. The Safety and Operations Managers and the outside employer shall review the respective lockout/tagout procedures.
2. The Health and Safety Manager shall ensure that all facility employees are aware of, understand and comply with the off-site personnel lockout/tagout program.

In the event that the off-site personnel operate under a deficient program, or do not have a program, they shall be instructed and follow the facility program or the work shall not be performed.

Operational Requirements

General operating requirements for the lockout/tagout program are as follows:

1. Locks shall be painted in an appropriate color scheme to identify them as a safety lock. These locks will not be used for any other purpose and only safety locks may be used for lockout. Safety locks must not be keyed alike.
2. The Shift Supervisor shall provide each employee servicing or repairing equipment with a safety lock, key and tags.
3. If more than one employee is assigned a task, each employee shall apply his own lock and tags so that the controls cannot be operated (multiple or group lockout devices should be used).

4. If an employee leaves a machine that is locked out, he shall recheck it upon return to ensure that it is still locked out.
5. The Shift Supervisor shall direct any test or adjustment on equipment if it must be done with danger tags still in place.
6. No one, other than the person placing the padlock and tag on the lockout/tagout device shall remove them except the Shift Supervisor or Operations Manager and then only if the employee is unable to do so. Before the padlock is removed by the supervisor, it must be determined that the employee is not at the facility.

Reasonable efforts must be made to contact the employee to inform him that his padlock and tags have been removed. The employee must have this knowledge before he resumes work at the facility.

7. If an employee's shift ends before a task is completed on lockout equipment, he shall notify the Shift Supervisor and the supervisor shall apply a lock to replace the employee's lock. Locks and tags shall never be transferred among employees while in place and locking out equipment.
8. If an employee must isolate piping systems, installing blinding devices and tags shall be the primary method.
9. Tags are used as warning devices, attached along with locks to identify operations and operators. They may not be removed without authorization of the person responsible for them.
10. Tags must:
 - identify the authorized employee and the date of issue
 - be legible and understandable by employees
 - be made of materials which will withstand the environmental conditions encountered in the work place
 - be attached with the equivalent of a one piece, environmentally-tolerant, self locking, non-releasing, nylon cable tie
 - not be reused unless all prior information can be thoroughly removed.

NOTE: EACH FACILITY SHOULD CONSULT WITH THEIR MAINTENANCE DEPARTMENT AND ADD THE SPECIFIC OPERATIONAL PROCEDURES FOR LOCKING/TAGGING OUT EACH PIECE OF FACILITY EQUIPMENT TO THIS SECTION.

(6) **PROGRAM MAINTENANCE AND REVIEW**

The Safety Manager or his designee shall perform program maintenance and review. This inspection will consist of observing procedures in action. The inspection shall correct any deviations or inadequacies observed. The inspector shall also review with each authorized employee that employee's responsibilities under the procedure being inspected.

The Safety manager will certify that periodic, at least annual, inspections are being performed. The certification shall identify the machine or equipment on which lockout/tagout procedures are being utilized, the date of the inspection, the employees included in the inspection and the person performing the inspection.

Approved by:	ORIGINAL AT US CONCRETE HOUSTON
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Effective Date:	1/1/03
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Signature:	Original at US Concrete Houston
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