Policy Name: Control of Hazardous Energies / Lock Out / Tag Out

Policy Applies to: **All Associates, contractors, temporary associates, and vendors**

Prepared by
Environmental Health and Safety

Effective Date: June 1, 2026

1. Purpose:
    a. The purpose of this Lockout/Tagout (LOTO) Policy is to establish guidelines to ensure the safe and effective control of hazardous energy sources. This policy aims to prevent accidental energization or startup of equipment during maintenance, repair, or servicing activities, thereby protecting employees from potential hazards and maintaining a safe work environment.
2. Application:
    a. This policy applies to all PODS Enterprises, LLC associates, contractors, and temporary associates for use during maintenance, repair, or servicing of PODS Enterprises, LLC equipment.
    b. Exceptions: When a hazardous energy is controlled completely by unplugging the equipment from an electrical outlet or removing a battery pack, and where the employee doing the service or maintenance has exclusive control of the plug or battery pack.
        i. This exception applies to many corded and cordless power tools where electricity whether from a corded AC power source or battery pack is the only source of hazardous energies.
3. Definitions:
    a. **Hazardous Energy**: Energy sources including electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other sources in machines and equipment that can be hazardous to workers.
    b. **Tag Out**: a method of clearly and conspicuously labeling a control (like a key, switch, lever, plug, receptacle, or breaker) with highly visible easy to understand instructions like Do No Operate
    c. **Lock Out**: a method of physically preventing a control (like a key, switch, lever, plug, receptacle, or breaker) from being operated to change the state of the control.
4. Training and Awareness:
    a. All employees involved in maintenance, repair, or servicing activities on equipment will receive training on lockout/tagout procedures, including the identification of energy sources, proper lockout/tagout techniques, and the use of lockout/tagout devices.
    b. Training will be provided shall be performed before affected personnel perform covered tasks and periodically thereafter to ensure employees remain up-to-date with the latest procedures and safety practices.
    c. Contractors and visitors who perform maintenance, repair, or servicing activities on equipment will receive training on our lockout/tagout procedures before commencing work.
5. Energy Control Procedures:

a. Prior to any maintenance, repair, or servicing activities, a thorough energy control procedure must be developed and documented for each specific piece of heavy equipment. This procedure should identify all energy sources associated with the equipment.
b. Energy control procedures will include step-by-step instructions for safely isolating, and securing energy sources to prevent accidental startup or release of stored energy.
    i. Communicate Shut Down to affected stakeholders
    ii. Identify the Energy Sources
    iii. Isolate the Energy Sources
    iv. Lock and Tag the Energy Sources
    v. Verify that the equipment Isolation is effective.

6. Lockout/Tagout Devices:
    a. Lockout/tagout devices, including locks, tags, and blocking mechanisms, will be provided and used in accordance with the energy control procedures.
    b. Only authorized employees who have received appropriate training will be allowed to apply, remove, or transfer lockout/tagout devices.
    c. Lockout/tagout devices will be standardized, durable, and capable of withstanding environmental conditions.
    d. Lockout/tagout devices will be singularly identifiable and include the name and contact information of the authorized employee who applied them.
7. Verification and Testing:
    a. Prior to beginning work on heavy equipment, employees will verify that energy control measures are in place by attempting to start the equipment.
    b. Once maintenance, repair, or servicing activities are complete, employees will test the equipment to ensure proper functioning and confirm that energy sources have been restored.
    c. Verification and testing procedures will be documented and retained as part of the work record.
8. Periodic Review and Evaluation:
    a. The effectiveness of this Lockout/Tagout Policy will be reviewed periodically to ensure compliance and identify opportunities for improvement.
    b. Feedback from employees, incidents, and near misses will be used to update and enhance the policy as necessary.
9. Non-Compliance:
    a. Failure to comply with this Lockout/Tagout Policy may result in disciplinary action, up to and including termination, depending on the severity of the violation.
    b. Employees are encouraged to report any concerns or violations of this policy to their supervisor or the Regional Safety Manager/Director of Enterprise Safety.

Figure 1)

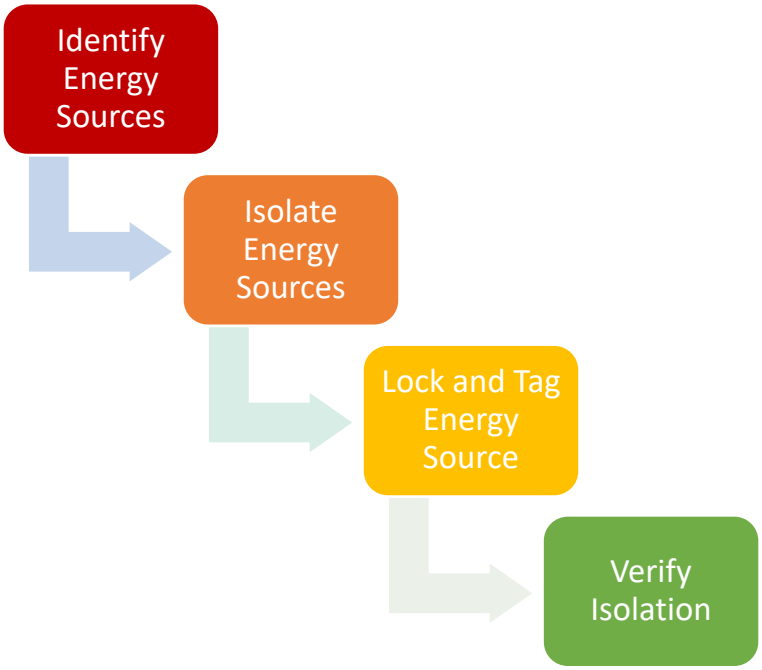


Figure 2)

- Podzilla
  - Identify Energy Sources
    - Engine
    - Battery
    - Hydraulic
    - Gravity
  - Isolate Energy Sources
    - Engine off
    - Disconnect Battery
    - Activate hydraulic controls in all directions to relieve any stored pressure
    - Block and Cribb any suspended component of the podzilla
  - Lock and Tag
    - Tag Key switch and or Battery terminal ring with a red tag labeled Do Not Operate
  - Verify
    - Turn engine key to start to verify battery is disconnected.
    - Activate hydraulic controls in all directions to relieve any stored pressure and to fully settle podzilla.

Revision History

Date	Section	Change	Author
5/12/2026		Major Revision	Environmental Health and Safety Team