
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: DO NOT REACH, DO NOT TOUCH	Number: S12-PR-200-007	
	Owner: Lee Cagle	Revision: 02	
	Effective Date: 05/29/2013	Page: 1 of 2	

1.0 Purpose

This procedure is to inform all employees of the potential hazards of working around equipment, machinery as well as live steam and hot Brine lines.

2.0 Scope

All employees must remain alert to potential hazards at all times when working in and around machinery.

3.0 Responsibility

All employees

4.0 Safety Considerations

Safety glasses and appropriate safety apparel is to be worn at all times.

Safety is a condition of employment. Employees are not authorized to work in an unsafe manner and are prohibited from harming the environment of the facility or community.

5.0 Materials/Equipment

N/A

6.0 Procedure

DO NOT REACH



- 1) **DO NOT REACH INSIDE OF MACHINERY TO RETRIEVE OBJECTS.**
- 2) In the event that an object falls into a piece of equipment while running, pull the **EMERGENCY STOP**. If you can not reach the emergency stop, let the equipment have the object. It is easier to retrieve a knife, hose, etc. than replace a hand or an arm.
- 3) Be aware of your **EMERGENCY STOPS**. If you do not know the location of the **EMERGENCY STOP** on a piece of equipment please ask someone (Safety Department, Production Manager, Maintenance Manager, Lead Operator etc.)
- 4) Contact Maintenance Manager anytime objects are stuck in running equipment.
- 5) Contact Safety Manager if you feel there is a machine that needs an emergency stop
- 6) If an Operator needs to work on equipment or machinery, it must be locked out and tried before work begins.

DO NOT TOUCH

- 1) **BE AWARE OF HOT PIPES AND / OR MACHINERY.**

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- 2) Giles' process contains many steam lines, Brine lines, Hot water lines, as well as equipment that may have a hot surface or hot contents.
- 3) Always be cautious of lines before touching them or unhooking them
- 4) Always be cautious of equipment before touching parts

7.0 Reference Documents

N/A

8.0 Change Information

Document review- updated format using new template and numbering system.

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