
	<b>GILES CHEMICAL ~ PREMIER MAGNESIA</b>		
	<b>Company Procedure</b>		
	Title: <b>DO NOT REACH, DO NOT TOUCH</b>	Number: <b>S12-PR-200-007</b>	
	Owner: <b>Rick Hall</b>	Revision: <b>03</b>	
	Effective Date: <b>07/20/2016</b>	Page: <b>1 of 2</b>	

## 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, push 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 stopped, locked out and stored energy released 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 ownership.

Clarified pushing the emergency stop button to procedure part 1.

Added the comment of releasing stored energy to procedure part 6.

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