
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: LOTO Procedure	Number: S12-PR-200-068	
	Owner: Deborah Durbin	Revision: 1	
	Effective Date: June 30, 2017	Page: 1 of 3	

1.0 Purpose

This procedure covers the minimum requirements for lockout and/or tagout of energy isolating devices to protect employees from hazardous energy including electrical, mechanical, hydraulic, pneumatic, or other energy. It will be used as a company-wide general procedure for isolating all potentially hazardous energy (lockout/tagout) before employees perform any servicing and maintenance activities where unexpected energizations, start up or release of stored energy could cause injury. This procedure, when used in conjunction with the specific information recorded on the *LOTO Form S12-PR-200-F068a* and *LOTO Annual Audit S12-PR-200-068b*, provides the necessary information for lockout/tagout.

2.0 Scope

This procedure covers the necessary safety precautions and procedures for servicing and maintenance of machines and equipment in which the unexpected energization or start up, or release of stored energy could cause injury to employees.

3.0 Responsibility

- Production/Maintenance will follow this procedure to perform Lockout/Tagout and will document using the *LOTO Form S12-PR-200-F068a*. These forms will be filed in Maintenance.
- Safety will perform a Lockout/Tagout Audit annually and document using the *LOTO Annual Audit form S12-PR-200-F068b*. These forms will be filed in Safety.

4.0 Safety Considerations



All employees in the area must be notified in advance of Lockout/Tagout activities.

Safety glasses, Safety shoes and other appropriate personal protection equipment 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.

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	Effective Date: June 30, 2017	Page: 2 of 3	

5.0 Materials/Equipment



- Lock
- Tag
- Lock out device

6.0 Procedure

- Only trained, **authorized** employees can perform a lockout/tagout.
- All **affected** and other employees working in or entering work areas where lockout/tagout is performed must be trained.
- Determine all energy isolating devices requiring lockout/tagout to ensure effective control of hazardous energy.
- Determine the type and magnitude of the energy and required controls.
- Notify all **affected** employees of the plans to lockout/tagout.
- Shutdown the equipment/process by normal procedures.
- Locate the necessary energy isolating device(s) to equipment/process and operate them to isolate energy sources and affix lockout/tagout devices.
- Relieve all stored or residual energy and take appropriate measures to ensure it does not reaccumulate. Affix lockout/tagout device as necessary.
- Verify energy isolation and relief of stored energy after ensuring employees are not exposed and before beginning work. After start buttons are activated, press the stop button
- Perform the servicing and maintenance.
- To safely restore machines, equipment or process to normal production operations, replace all guards and safety devices, remove all personnel, remove all tools and equipment.
- Notify **affected** employees.
- Remove lockout/tagout devices (by authorized employee installing the lockout/tagout devices).

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	Effective Date: June 30, 2017	Page: 3 of 3	

LOCKOUT/TAGOUT DEVICE REMOVAL BY EMPLOYER:

When it becomes necessary to remove the lockout/tagout devices of an employee who is unavailable at the facility, it can be done only by the Maintenance manager or designee and then under a special, approved procedure, as noted in the Comments section of the *LOTO Form S12-PR-200-F068a*.

GROUP LOCKOUT/TAGOUT

When a lockout/tagout job involves numerous lockout/tagout devices and many employees, a group lockout/tagout procedure may be used. A separate, special written procedure is required and must be approved by Maintenance manager or designee and noted in the Comments section of the *LOTO Form S12-PR-200-F068a*.

CONTRACTORS

All contractors must comply with the lockout/tagout procedures specified by the site employer and employees of the employer must not violate the contractors lockout/tagout.

7.0 Reference Documents

LOTO Form S12-PR-200-F068a

LOTO Annual Audit form S12-PR-200-F068b

8.0 Change Information

Complete update and rewrite of procedure

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