

	<b>GILES CHEMICAL</b>		
	<b>COMPANY PROCEDURE</b>		
	<b>Lock Out Tag Out: MgO Blower</b>	Page : 1 of 3	Revision : 00 Date : 10/30/2009
	Author: <b>Mike Sonderman</b>		Safety

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

**Purpose or Objective:** The purpose of this procedure is to define the process required to lock out the MgO Blower at the main facility at 200 Brown St.

**Procedure: The proper process to lockout MgO Blower is as follows:**

1. Notify all affected employees that the machine is being taken out of production.
2. Locate disconnect for MgO Blower
3. Turn disconnect for MgO Blower to the off position
4. Install multi-locking device on the disconnect
5. ID tag with name, date and time
6. Test start switch to ensure equipment is not operational

**Proper procedure to return equipment to operation:**

1. Make sure all work is complete and all tools and maintenance equipment has been removed from the machine.
2. Notify all affected employees that equipment is about to be put back into service.
3. Remove Id tag with name, date and time
4. Remove padlock-multi locking device from disconnect for MgO Blower
5. Turn disconnect handle to the on position
6. Ensure that MgO Blower is operating properly and available to be returned to production



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Safety

**TRAINING DOCUMENTATION**

	EMPLOYEE	TITLE	SIGNATURE	DATE
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