

Alpine Glass Inc. - Lockout/Tagout procedure

Step 1: Notify affected employees

When maintenance/repair is going to be performed, all of the employees that may be affected should be notified. Let them know the timing of the work, and how long the equipment may be unavailable. If the unavailability of the equipment requires a change in work processes, be sure they are familiar with the steps to be taken.

Step 2: Shut down equipment properly

Turn off the tool or equipment to be tagged and/or repaired and unplug it or remove the energy source. For example, unplug or remove the battery or release any residual pressure

Step 3: Verify the lockout

Once all primary and secondary sources of energy have been disconnected, attempt to start the equipment to verify that the lockout has been successful. Before you try to start it, verify that nobody is in a position where they could be hurt. Assuming that the procedures have been successful, return all switches and other equipment back to their "off" positions so the machine won't start unexpectedly when the energy sources are reconnected. Once you've verified the lockout, fill in the date, your name and signature to the lock out tag and attach it to the device or equipment to ensure that it cannot be started without removing the device.

Step 4: Keep it in force until repair is complete

The equipment must remain in lockout/tagout condition until it is fully repaired. If individual locks or tags are used, the individual responsible for designating the lockout/tagout must be the person who removes the lock/tag in order to bring the equipment back into service.

Step 5: Bring the equipment back on line

Once the maintenance/repair is done and all tools and other materials have been removed, the equipment may be brought back into operation.