

LOCK OUT/TAG OUT PROCEDURE FOR THE DELIMBER

INTRODUCTION: You, the operator, or a mechanic, may periodically perform maintenance or repairs on your delimeter. While work is in progress, the delimeter shall be shut down. All power sources must be turned off and, if possible, severed in order to eliminate the possibility that the delimeter will be restarted by someone else or accidentally by yourself, while you or someone else is working on it.

PURPOSE: This lock out/tag out procedure establishes the minimum requirements. It shall be used to isolate the delimeter from all potentially hazardous energy, and to ensure that the machine is "locked out or tagged out" before anyone performs service or maintenance on it.

RESPONSIBILITY: You, as well as all other employees, shall comply with this lock out/tag out procedure. Only authorized employees (the owner of the delimeter, equipment or machine, or an authorized mechanic) are authorized to perform lock out/tag out in accordance with this procedure.

No employee shall attempt to start, energize or otherwise use the delimeter, or any other machine or equipment which has been locked out/tagged out. Any employee who uses or attempts to use a machine or equipment which has been locked out/tagged out shall be terminated.

You shall be instructed in lock out/tag out procedures for the delimeter, as well as for machines and equipment which you either operate or upon which you are required to perform maintenance. Neither maintenance nor repairs shall be performed on the delimeter or on any machine or equipment that is running.

SEQUENCE OF LOCK OUT/TAG OUT PROCEDURES: The following steps shall be performed in the sequence listed when the delimeter is to be either locked-out or tagged-out, and each step must be performed by the authorized person performing the lock-out/tag out:

1. Notify all employees who may be potentially affected by the repair or maintenance of the delimeter that the delimeter shall be shut down and locked out in order to perform the maintenance or repairs.
2. Ground the boom.
3. Set the parking brake.
4. Manipulate the hand and foot controls to dissipate residual energy which may be present in the hydraulic lines.
5. Determine the type and magnitude of the energy that the machine or equipment utilizes. (For example, the delimeter has both motorized power and hydraulic power).
6. Identify and locate all devices which isolate energy (e.g., switches, valves, etc.) to the delimeter, machine or equipment.
7. Shut down the delimeter by following normal operating procedures by turning off the on-off switch.
8. Remove the ignition key, if any, and keep it on your person.
9. Disconnect the battery cables.
10. Turn off the concealed main fuel master cut-off located under the floor board.
11. Chain or otherwise secure the outer and inner booms together to prevent movement or creeping in the event that the hydraulic system should fail.
12. Lock out and/or tag out (place a lock and/or tag) on each energy isolating device, that is, on the positive battery cable, the ignition switch, each fuel cut-off switch and the hydraulic controls.
13. The authorized person performing the lock out/tag out shall determine that no personnel are exposed and, after having done so, shall attempt to restart the delimeter by following normal operating procedures in order to make certain that it will not operate. After verifying that all energy sources have been isolated, the authorized person shall return all controls to the neutral or "off" position.
14. Lock the door to the cab and keep the key on your person.
15. The delimeter is now locked out or tagged out.



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RESTORING MACHINES OR EQUIPMENT TO SERVICE: The delimeter shall be returned to service and the lock out/tag out mechanisms removed only by the same authorized person who placed the lock out/tag out mechanisms. The following steps shall be taken in the order listed:

1. The authorized person who performed the lock out/tag out procedure shall check the area around the delimeter to ensure that no one is exposed to any hazard which would be created by reactivating the energy sources to the delimeter and restarting it.
2. The authorized person who performed the lock out/tag out of the delimeter shall check it to ensure that all components are operationally intact and that non-essential tools and other items have been removed.
3. The authorized person who performed the lock out/tag out of the delimeter shall ensure that all guards have been reinstalled to their proper place.
4. The authorized person who performed the lock out/tag out of the delimeter shall verify that all controls are in the neutral or "off" position.
5. The authorized person who performed the lock out/tag out procedure shall remove the chain or other fastener securing the booms.
6. The authorized person who performed the lock out/tag out of the delimeter shall remove the lock out device(s) and/or tag(s) and re-energize the delimeter by reconnecting the battery and turning on the fuel switches.
7. The delimeter is now ready to restart and can be restarted.

After completing all of the above-listed procedures, the authorized person who placed and removed the lock out/tag out devices shall notify affected employees that the maintenance or repair of the delimeter has been completed and that it is ready for use.

