

## LOCK OUT/TAG OUT PROCEDURE FOR SKIDDERS

**INTRODUCTION:** You, the operator, or a mechanic, may periodically perform maintenance or repairs on your skidder. While work is in progress, the skidder shall be shut down. All power sources must be turned off and, if possible, severed in order to eliminate the possibility that the skidder 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 skidder 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 skidder, 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 a skidder, 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 skidder, 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 skidder 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 skidder 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 skidder that the skidder shall be shut down and locked out in order to perform the maintenance or repairs.
2. Ground the blade.
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 skidder has both motorized power and hydraulic power).
6. Identify and locate all devices which isolate energy (e.g., switches, valves, etc.) to the skidder, machine or equipment.
7. Shut down the skidder by following normal operating procedures by turning off the fuel shut 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. 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, if any, the fuel shut-off switch and the master shut-off switch, and the hydraulic controls.
12. 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 skidder 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.
13. The skidder is now locked out or tagged out.



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**RESTORING MACHINES OR EQUIPMENT TO SERVICE:** The skidder 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 skidder to ensure that no one is exposed to any hazard which would be created by reactivating the energy sources to the skidder and restarting it.
2. The authorized person who performed the lock out/tag out of the skidder 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 skidder 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 skidder shall verify that all controls are in the neutral or "off" position.
5. The authorized person who performed the lock out/tag out of the skidder shall remove the lock out device(s) and/or tag(s) and re-energize the skidder by reconnecting the battery and turning on the ignition switch, if any, and the fuel switches.
6. The skidder 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 skidder has been completed and that it is ready for use.

