

Safety Topics

Volume 02, Issue 3

March 2002

Special points of interest:

- Area Codes for northern Indiana are changing. Northeast Indiana will be going to **260** from **219** effective in mid January. Soon you will have to use **260** instead of **219** to call my office number.
- One of the most important aspects of lockout/tagout is always testing your lockout to assure that hazardous energy will not be released during whatever operation is being proposed. Hydraulic and pneumatic controlled equipment may be the most dangerous in this respect.

For what it is worth!

We should be careful to get out of an experience only the wisdom that is in it — and stop there; lest we be like the cat that sits down on a hot stove-lid. She will never sit down on a hot stove-lid again — and that is well; but also she will never sit down on a cold one anymore.
— Mark Twain

Lock-out / Tag-out What does it mean?

imi has a written policy that provides guidance when working around hazardous energy sources. Have you reviewed the policy recently? I encourage you to pull out the policies manual and review this very important information.

What is considered a hazardous energy source? It can be anything electrical, mechanical, hydraulic, pneumatic, and even things under the influence of gravity. These things become hazardous energy sources when they are not handled properly, usually during repair and maintenance operations. Some examples would be:

- working on anything electrical without first disconnecting the source of power.
- Working on aggregate bin gates without first assuring that hydraulic or air pressure has been bleed off.
- Climbing inside of a confined space before making sure that bin gates cannot open or feeders cannot start.

The basic requirements of the lockout/tagout program say that during servicing, maintenance, repair, replacement, inspection, or cleaning all equipment or machines shall be **tagged out** of service and/or **locked out** to protect against accidental or inadvertent operation.

There are eight (8) steps to be followed in assuring lockout/tagout procedures are being followed:

1. Alert the operator of the equipment, any other personnel working in the area, and supervisors.
2. Identify all sources of residual energy.
3. Place padlocks on switches, levers, or valves, locking them in the “off” position, before starting work.
4. Install tags in appropriate locations to identify the work in progress. **Tags alone may be used only where equipment or machines will not accommodate locks.**

5. Insure that all power sources are off and that the residual energy is “bled off”.
6. Test the operators controls with everyone clear to assure that #5 has been accomplished.
7. When the maintenance is completed, replace all safeguards that were removed. Check the safeguards for proper function.
8. Remove the locks and tags only after the machine or equipment is determined to be ready to perform safely and all personnel and tools are cleared from the machine or equipment.

This has been a basic review of the written policy. Please review the document for more detailed information. If there is not a copy of the Lockout/Tagout Policy at your location let Terry Jones or me know.

You may ask, “How does this apply to me?” Well, have you ever entered the drum on the ready-mix truck? Have you ever worked on or thru the gate of the agg bin? Have you ever lubricated or cleaned a conveyor belt? Have you ever climbed inside of an agg bin? Have you ever opened a electrical power box? If you answered yes to any of these questions, lockout/tagout procedures should have been followed.

Simply turning a key on the computer controlled batch system is not adequate protection. It is too easy to turn that key back on and it does not address all of the possible issue that were presented herein.

Other concerns that are brought up in this discussion are confined space entry. But that is a topic for another Safety Topic issue.

Knowledge of what is happening around you is the key to performing any task in a safe manner. Each individual must be certain that equipment or machines will not start operating while they are in harms way. We all need to look out for our fellow employees as well.



Safety Topics - Lockout / Tagout

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These Safety Topics are an attempt at continuing education. Please read the information and let me know if you have an idea for future Topics. Your input is appreciated!

Plant Location: _____

Supervisor/Foreman/Plant Manager Signature:

Names of those who reviewed this information:

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