

Alpena Biorefinery (AB) Lockout / Tagout Policy



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Agenda

- Review Alpena Biorefinery (AB) LOTO Policy
 - Definitions
 - Policy
- Review LOTO Forms
 - Example Forms
- Lockbox

1. AB

2. Elab



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Review AB LOTO Policy

- Review of Definitions
 - A. Authorized Employee – person trained and authorized to lockout machines, equipment, or processes. (i.e. operator or crafts-person). Authorized Employees who complete LOTO have primary responsibility for workers under the protection of the lockout
 - B. Affected Employee – employee whose job requires operation (servicing) of a machine, equipment, or process on which maintenance is being performed (i.e. maintenance person / contractor).
 - C. Designated Employee – employee designated to complete the verification procedure of a LOTO and sign verification.



Review AB LOTO Policy

■ Review of Definitions

- D. Employee's Responsibilities: See Policy - pg 4
- E. Employer's Responsibilities - General: See Policy – pg 4
- F. Employer's Responsibilities – Maintenance & General: See Policy – pg 4
- G. Energy Source – Any electrical, mechanical, hydraulic, pneumatic, radiation, thermal, gravity, or other source capable of causing injury.



Review AB LOTO Policy

- Review of Definitions

H. Isolating the Energy Source: See Policy - pg 5

I. Lockout: See Policy – pg 5

J. Long-Term Lockout: See Policy – pg 6

K. Personal Locks: See Policy – pg 6

L. Qualified Person: See Policy – pg 6

M. Removal of locks: See Policy – pg 6



Review AB LOTO Policy

- I. Purpose & Scope
- II. Training
- III. Individual Lockout Procedure
- IV. Lockbox Lockout Procedure
- V. Lockout Verification
 - Lock – Clear – Try Rule



Review AB LOTO Forms

- AB Equipment Lockout / Verification Form
 - Completed Form Verification Form
 1. Individual
 2. Lockbox
- Re-Verification Form
 - Completed Re-verification Form
- Lock Removal Authorization Form
 - Completed Lock Removal Form
- Lockout Procedure Audit Form



Lockbox - AB



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