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
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
Lockbox - Elab