



## **Lockout Procedure – In Vessel Composter**

### **June 24, 2019**

#### **A. General**

This procedure establishes the minimum requirements for the lockout of energy isolating devices whenever servicing or maintenance is done on the In-Vessel Composter (hopper or in-feed auger).

It shall be used for the following reasons:

- (1) To ensure that the hopper and in-feed auger are stopped and isolated from the power source that enables them to operate.
- (2) To assure a safe condition before employees perform servicing or maintenance on this equipment.

#### **B. Compliance with This Program**

All employees are required to comply with the restrictions and limitations imposed during the use of lockout and shall not attempt to remove locks/lockout devices or turn on breakers. Authorized employees will follow these procedures to ensure safe lockout of equipment.

Authorized employees:

- Tara Pike
- Leslie Matys
- Facilities Maintenance - responsibility for this equipment.

#### **C. Procedural Sequence – Authorized Employee**

- (1) Notify the following that the hopper or in-feed auger requires servicing/maintenance and will be shut down and locked out.
  - Tara Pike
  - Leslie Matys
  - Those working the Rebel Recycling yard
  - Facilities shop supervisor, if warranted
- (2) Identify the location, type and magnitude of the power source; understand the hazards associated with its use and the methods to control it.

- The power source for the hopper is: Electrical (single phase, 120 volts)
  - The power source for the in-feed auger is: Electrical (single phase, 120 volts)
- (3) Go to the control panel and push in the red, emergency stop button.
  - (4) Go the electrical disconnect at the machine, pull down the handle to the “off” position and attach lock.
  - (5) Pull out the red emergency stop button, turn the control switches to the “Hand” position and attempt to operate components.
  - (6) If components do not turn on, power is effectively locked out.
  - (7) Push in the red emergency stop button and turn control switches to the “off” position and begin servicing/maintenance.

#### D. Restoring Equipment to Service – Authorized Employee

After completing the necessary servicing/maintenance and the composter is to be returned to the normal operational condition, the authorized employee who originally applied the lock will:

- (1) Check the area in/around the composter to ensure that nonessential items have been removed and that the composter is operationally intact.
- (2) Check that all employees have been safely positioned or removed from the area.
- (3) Go to the electrical disconnect at the machine, remove the lock and raise the handle up to the “on” position.
- (4) Pull out the red emergency stop button.
- (5) Turn the controls switches to the “Hand” position and operate components. Components should turn on.
- (6) Listen and observe to ensure that the composter is operating properly.
- (7) If there are no issues detected during the startup phase, the composter is now considered operational and ready for use.
- (10) Notify the individuals listed in section C1 that the service/maintenance has been completed and the equipment is in operational condition.