



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.