

Lockout/Tagout Procedures

We have established this tagout program to provide protection for employees. Before allowing an employee to perform maintenance, repair or servicing, of machinery or vehicles, we will provide training to ensure that the employee understands the purpose and function of the tagout program as well as the procedures that must be followed.

Operating and maintenance instructions must be available on the machine or in the area where the machine is being operated. Each machine operator and maintenance employee must comply with the operating and maintenance instructions including specific requirements for lockout/tagout.

Before any employee begins maintenance or servicing of equipment where the unexpected energizing, start-up, or release of stored energy could cause injury, the equipment will be shut down, isolated from all potentially hazardous energy and tagged out.

As mentioned above, a “tagout” system will be used to control hazardous energy. Employees shall not start, attempt to start, energize or use equipment that has been tagged out.

Tags will be provided for tagout of machinery/vehicles and shall be durable enough to withstand the environment. Tags shall contain a legend such as: **Do Not Start** or **Do Not Operate**. When tagout is used, tags shall be located/placed in a position that will be obvious to anyone attempting to operate the machinery. For example, the tag could be secured in place next to the ignition key switch.

Employees performing maintenance or servicing must determine which sources of hazardous energy must be disabled for a particular job. The following are examples of hazardous stored energy found on logging equipment:

- Electrical
- Hydraulic or pneumatic pressure
- Mechanical (rotating saws, springs, shafts, gears, etc.)
- Gravity (elevated blades, booms, grapples, saw heads, buckets, dump truck beds and rolling vehicles, etc.)

Tagout procedures for log loader, processor and feller buncher

1. Follow the procedures that are listed in the Operator/Service Manual.
2. Park machine on level surface whenever possible.
3. Apply house brake/swing lock.
4. On stroke delimiters, attach the safety chain to prevent the boom from sliding.
5. Lower implements to the ground or otherwise secure (chain, block, etc.) to prevent an implement from dropping/moving.
6. Feller buncher. Before leaving the cab, ensure that the saw disc has come to a stop.
7. Turn off the engine.
8. Before any hydraulic circuit line is opened for service, all hydraulic fluid reservoirs, cylinders and lines **MUST** have residual hydraulic pressures released. There is potential

for high hydraulic pressure to be retained in the system unless the correct procedure is performed. **Follow the procedure that is listed in the Operator/Service Manual.**

9. A responsible person shall remove and maintain possession of the ignition/master key.
10. Engage hydraulic lockout.
11. Move travel pedals and control levers repeatedly through all positions to discharge the pressure or stored energy.
12. When applicable (such as when repairing the starter system), turn off the battery switch or remove the battery cables.
13. Place tagout device in plain view of anyone attempting to re-start the machine.
14. Block the tracks if there is a possibility the machine could move.
15. Before a tagout device is removed and machine is started, the work area shall be inspected to ensure all tools have been removed, guards are replaced and employees are in the clear.

Tagout Procedures for Yarders

1. Follow the procedures that are listed in the Operator/Service Manual.
2. Swing yarder – Set house brake
3. Before working on brakes, frictions, drums, etc. lower yarding lines to the ground and or use a suitable chain to secure lines and prevent movement.
4. Set all brakes/interlocks/locking devices.
5. Turn off the engine.
6. Note: Treat all hydraulic/air lines as if they are pressurized at all times. Before any hydraulic/airline is opened for service, release pressure from the hydraulic system/air system.
7. A responsible person shall remove the ignition/master key, if any, and maintain possession of the key.
8. When applicable (such as when repairing the starter system), turn off the battery switch or remove the battery cables.
9. Place tagout device in plain view of anyone attempting to re-start the machine.
10. Before a tagout device is removed and machine is started, the work area shall be inspected to ensure all tools have been removed, guards are replaced and employees are in the clear.

Tagout procedures for rubber tired and tracked skidders/dozers

1. Follow the procedures that are listed in the Operator/Service Manual.
2. Park machine on level surface whenever possible.
3. Lower blades, rippers or grapples to the ground or otherwise support them so they can't drop.
4. Set the parking brake.
5. Place the transmission in the park position.
6. Shut off the engine.
7. Before any hydraulic circuit line is opened for service, all hydraulic fluid reservoirs, cylinders and lines **MUST** have residual hydraulic pressures released. There is potential for high hydraulic pressure to be retained in the system unless the correct procedure is performed. **Follow the procedure that is listed in the Operator/Service Manual.**
8. Release hydraulic pressure by moving control levers in all directions.

9. A responsible person shall remove and maintain possession of the ignition/master key.
10. When applicable (such as when repairing the starter system), turn off the battery switch or remove the battery cables.
11. Place tagout device in plain view of anyone attempting to re-start the machine.
12. Chocks wheels/Block tracks to prevent machine from moving.
13. Before a tagout device is removed and machine is started, the work area shall be inspected to ensure all tools have been removed, guards are replaced and employees are in the clear.

Tagout procedures for trucks/pickups

1. Park vehicle on level surface whenever possible.
2. If equipped with a manual transmission, place transmission in neutral. If equipped with automatic transmission place in transmission in Park position.
3. Set/activate the parking brakes
4. If a dump truck box is lifted up, use the stiff leg brace or provide equivalent protection to prevent the box from dropping
5. Turn off the engine.
6. A responsible person shall remove and maintain possession of the ignition key.
7. When applicable (such as when repairing the starter system), turn off the battery switch or remove the battery cables.
8. Place tagout device in plain view of anyone attempting to re-start the vehicle.
9. Chock wheels, front and rear.
10. Trucks. Release air from the air reservoirs (if working on the air system components).
11. Install jack stands or other appropriate blocking/cribbing whenever a vehicle is raised. Do not rely on jacks for support.
12. Before a tagout device is removed and vehicle is started, the work area shall be inspected to ensure all tools have been removed, guards are replaced and employees are in the clear.