



Lock Out / Tag Out Program and Procedures

MidStar Timber Harvesting, Inc. has established this lockout/tagout program to provide protection for employees performing maintenance or service on logging equipment.

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 must be shut down, isolated from all potentially hazardous energy and locked or tagged out.

Employees must not start, attempt to start, energize or use equipment that has been locked or tagged out. Tags and/or padlocks will be provided for tagging and/or locking out logging machinery and will be durable enough to withstand the environment. Tags will contain a legend such as: "Do Not Start" or "Do Not Operate." When tagout is used, tags must be located in a position that will be obvious to anyone attempting to operate the machinery. In lockout, padlocks are commonly used to prevent access to ignition/master switches or battery disconnects.

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, etc.).

These lockout-tagout procedures were developed and enacted to prevent unnecessary accidents from occurring due to uncontrolled energy sources being activated while machines and equipment are undergoing maintenance. The fundamental rule is: no device or equipment to which a lock or tag is attached shall be operated. Compliance with the law will prevent the employer from being penalized by law and permit valued workers to do their jobs more efficiently and safely.

Very simple examples of lockout-tagout in logging are the use of stops on hydraulic cylinders to prevent an unexpected fall as the result of hydraulic pressure loss, grounding of the skidder blade and grapple when machine is stopped, and resting a feller buncher head on a wooden block instead of suspending the head in the air during maintenance or repair. These are only a few preventive measures. If the appropriate lockout-tagout procedures and the proper safety practices are implemented, many accidents can and will be avoided.

Consult the machine or equipment operator's or maintenance manual for specific lockout/tagout procedures. If they exist, follow them. In the absence of specific procedures provided by the machine or equipment manufacturer, the following steps must be followed for lockout/tagout:

- Notify your supervisor of the proposed lockout/tagout.
- If possible, place the machine or equipment on firm, level ground away from and out of the way of ongoing logging operations.
- Ensure that the brakes, swing locks, etc. are applied.
- Place the transmission in the manufacturer's specified park position.
- Lower or secure each moving element such as, but not limited to, blades, booms, grapples, buckets, saws, and shears to prevent a release of stored energy. Grapples, blades, etc., should be placed in a cradle, if provided, or rested completely on the ground.

- Shut down machinery, and ensure that the person performing the maintenance or service removes and keeps the ignition/master key.
- Engage hydraulic safety locks when applicable.
- Before working on hydraulic or air systems, relieve pressure by bleeding tanks or lines and operate controls to dissipate residual stored energy (pressure).
- Turn off the master switch if equipped.
- If electrical service or welding is to be performed on the machine or equipment, remove the battery cables from the battery.
- Place lockout and/or tagout device. When several operators or maintenance employees are working on the equipment which requires locking or tagging out, multiple locks and tags shall be used. Workers must be trained in the use of the lockout-tagout procedures.
- Make sure the area is clear of all personnel and attempt to operate the machine or equipment to ensure it is indeed incapable of a sudden start or motion.
- Perform the required service or maintenance.
- Before lockout or tagout devices are removed and machinery is started, inspect the work area to ensure all tools have been removed, guards are replaced, all controls are in the "neutral" position, and employees are in the clear.
- Notify your supervisor that the maintenance or service and the lockout/tagout procedure is complete.

You, as well as all other employees, shall comply with this lock out/tag out procedure. Only authorized employees designated by their supervisor will be allowed to perform lock out/tag out in accordance with this procedure.

No employee shall attempt to start, energize or otherwise use any machine or equipment which has been locked out/tagged out. Any employee who uses or attempts to use a machine or equipment which has been locked out/tagged out shall be terminated.

If you have any questions regarding the lockout/tagout procedure, please ask your supervisor before performing maintenance or service on any machine or equipment.

Lockout/Tagout Training Certification

Name: _____ SSN: _____

Trainer: _____ Date: _____