



# SAFETY MINUTES FOR MAINTENANCE PERSONNEL



## LOCKOUT / TAGOUT

I am reminded of an incident in which a mechanic had to pull the front wheels on a front-loader. He positioned a heavy duty (wheeled) floor jack under the front of the truck - approximately in the middle. The "middle" was important because he intended to work on both wheels. I think you already have the picture - a front loader balanced on the four to five inch head of this jack. For some reason, the jack was also placed at an angle to the front of the truck.

Once he pulled the right front wheel, I guess you could say the truck lost its "balance". The jack scooted out and the truck came crashing down. The mechanic was hit on the head by the jack. He also received a broken arm in the process.

Don't ask - I'll just tell you. He had not placed jack stands under the front axle nor had he bothered to chock the rear wheels. This type of person needs to work alone or in a cage!

He failed to follow a complete Lockout/Tagout (LO/TO) sequence before beginning any work on the truck.

Now it is your turn. List each step (in order) which you as a mechanic will follow to completely DE-ENERGIZE a truck before you begin working on it with the tailgate in the raised position.

- |          |           |
|----------|-----------|
| 1. _____ | 7. _____  |
| 2. _____ | 8. _____  |
| 3. _____ | 9. _____  |
| 4. _____ | 10. _____ |
| 5. _____ | 11. _____ |
| 6. _____ | 12. _____ |

**ARE YOU SURE? DISCUSS YOUR PROCEDURES WITH YOUR SUPERVISOR.**



# INSTRUCTOR'S NOTES



**SUBJECT:** LOCKOUT / TAGOUT

**EMPLOYEES:** MAINTENANCE PERSONNEL

**INSTRUCTOR:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

The OSHA regulations on Lockout/Tagout (LO/TO) are very clear when describing the extent to which equipment must be rendered inoperable during any servicing or maintenance activity (29CFR 1910.147). The objective is to isolate the equipment from any ENERGY SOURCE defined as "electrical, mechanical, hydraulic, pneumatic, chemical, thermal or other energy." "Other" energy sources would include fluids and gases, water under pressure, gravity, etc..

The specific ENERGY SOURCE leading to the accident described in the maintenance employee safety memo was GRAVITY. Of all the incorrect and inadequate procedures committed by the mechanic, the one critical step he should have taken was to remove the danger associated with GRAVITY.

It is presumed your company has a written LO/TO program, with specific (documented) steps to follow for each type of vehicle and certain shop equipment. The Safety Minutes for maintenance personnel asks them to list each step (in order) they would follow to completely DE-ENERGIZE a truck before they begin working on it -with the tailgate in the raised position.

## **BEFORE YOUR MEETING:**

- 1) Distribute copies of the Safety Minutes two to three days before your meeting. Ask them to list their procedures.
- 2) Hopefully you can have a flip-chart or chalkboard available for your meeting. Review your company's LO/TO procedure for a front or rear loader. (If you don't have a written LO/TO procedure, you will need to develop your own list. Be sure to evaluate every logical (and necessary) next step.

## **FOR YOUR MEETING:**

- 1) To start the meeting, solicit the Lockout / Tagout steps from one or two of your employees. Write them down in columns next to each other. Remember, these steps must be in their sequence.
- 2) Next, list the sequence from your company LO/TO procedures (or your list).
- 3) **DISCUSSION:** Compare their steps and the sequence in which they are listed with company procedures (or your list).
- 4) **HONESTY CHECK:** Ask employees if they ever "skip" one or more of the necessary steps. If there is any "skipping", ask why. (would this compromise the employee's safety? Would it be a violation of company rules?).
- 5) Recommendations to management? Write down.
- 6) Advise employees of actions taken by management since last meeting.

SUPPORT INFORMATION ON THE FOLLOWING PAGE

## **NOTE:**

Refer to "*Compliance Matters*" (Vol. 1, No. 2) for additional information if needed.

# **LOCKOUT / TAGOUT (Reference CFR 1910.147)**

Listed below is a selection of generic equipment types used in various waste services operations. Lockout/Tagout (LO/TO) procedures for such equipment would be required during servicing or maintenance. LO/TO procedures must cover notification to all affected employees, shutdown, energy isolation, testing after servicing or maintenance, and restoring equipment to service.

Your company's equipment list should identify each piece of equipment or machine by make, model, etc., used in your operation(s).

## **SOLID WASTE / RECYCLING COLLECTION RECYCLERY**

FRONT LOADER  
REAR LOADER  
RECYCLING COLLECTION TRUCK  
ROLL-OFF  
SIDE LOADER  
COMPACTOR (customer)  
CART DUMPER (customer)  
COMPRESSOR  
FORKLIFT  
BUILDING ELECTRICAL

BALER  
BOBCAT / SKIDSTEER  
COMPACTOR  
COMPRESSOR  
CONVEYOR  
ENDLOADER  
FORKLIFT  
PICKING/SORTING LINE  
SHREDDER  
BUILDING ELECTRICAL

### **LANDFILL OPERATIONS**

BACK HOE  
COMPACTOR  
DOZER  
GRADER  
LOADER  
SCRAPER  
DRAGLINE  
HAUL / DUMP TRUCK  
COMPRESSOR  
BUILDING ELECTRICAL

### **TRANSFER STATION**

COMPACTOR  
CONVEYOR  
ENDLOADER  
BACK HOE  
TRANSFER TRACTOR  
COMPRESSOR  
BUILDING ELECTRICAL