

Ethanolamines/Glycol Ethers

Tier 3 Procedure

Section Number: 1805
Issue Number: 1.4
Origination Date: 08-13-93 **Author:**
Revision Date: 06-12-97
Title: Lockout/Tagout Block Procedure
Reference: U.S. Area Safety Standard

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1805. Use Of Locks Lockout/Tagout

1.0 Objective:

1.1 To comply with the U.S. Area safety standard on the use of locks for lockout/tagout.

2.0 Responsibility:

2.1 It is the responsibility of the block supervision to ensure that this procedure is followed.

2.2 It is the responsibility of all block personnel to follow this procedure and to ensure that it is kept up to date.

3.0 Safety notations

3.1 It is a U.S. Area safety standard violation if this procedure is not followed.

4.0 Procedure

4.1 Lockout: utilizing a lock or bolting, to secure an isolating device to prevent accidental energizing. Lockout can also be used to provide one plus on devices which would not normally be considered isolation devices.

4.2 Use of the group lock/tag out system.

4.3 After the equipment is tagged and locked. The key is to be put in an envelope with the red tag master number written on the outside.

4.4 The location of the key is to be written on the red tag master.

4.5 The envelope is to be controlled or maintained by the board person on shift.

4.6 Let the board person know that the system is locked out and key is in the envelope so he can maintain safe control of keys.

4.7 After the job is complete, the master has been signed off by all workers the locks can be removed (only by an authorized operations representative) with the red tags.

4.8 If using the individual system

4.9 If a lock is placed by an individual, then the individual must hang his own locks, maintain possession of or have sole control over the key. Then remove his locks before the red tags can be removed.

5.0 Special Notation.

5.1 Never hang the keys on the red tag master board with the master. When they are not being used keep them in the desk drawer of the permit/red tag desk.

5.2 List of equipment that must be locked out before working on.

5.3 Drumming line

5.4 Air handler for:

5.5 Motor control center

5.6 Control room

5.8 Lab

5.9 Computer room

5.10 fn-500 a and b

5.11 Confined space entry for d-105

5.12 Confined space entry for d-107

5.13 Heat tracing for the amines line to the dock (ricwell)

5.14 Any electrical motor

6.0 Workers Not Releasing Red Tag Masters

6.1 If a worker cannot be contacted to release a red tag master, the Production Leader must be contacted for approval.

6.2 If the Production Leader is unavailable, the maintenance coordinator or production engineer must be contacted.

7.0 Revisions

Revision #1	12-27-94	Yearly Review
Revision #2	12-29-95	Yearly Review
Revision #3	11-14-96	Changed wording in Sections 4.5 and 4.6
Revision #4	06-12-97	Added 6.0