

## **S.O.G. 205**

### **Equipment Locations & Tagging Out**

#### *Handout: Equipment Locations*

1. It is critical that each person learns where equipment is parked, where small equipment is stored and where supplies are stored.
2. You will be expected to get into the habit of returning things to their proper place. This helps with time management and will help to keep our areas clean, neat and organized.
3. Equipment that is assigned to a particular team or person is color coded in order to help with getting the equipment in or back into its proper place.
4. Make sure when you return equipment after use that it is clean and in proper working order before you put it up.
5. Do not use any piece of equipment that is not assigned to you or your team unless you clear it with the person that the equipment is assigned to. This includes Golf carts, trucks, mowers, blowers etc.
6. Never put any piece of equipment up if it needs to be tagged out (tag it out).
7. If in doubt, always ask.

## **S.O.G. 205**

### **Equipment Locations & Tagging Out**

#### *Handout: Tag Out Procedure*

1. Do not use broken or poorly operating equipment. Do not return it to your shed or trailer. Always tag it out for repair or maintenance and notify your supervisor.
2. Do not make a special trip in from the field. Tag it out at break times. Tell your supervisor. He/she will consult with the Equipment Manager or Mechanics when priorities need to be set for large equipment.
3. Always take more than one piece of equipment with you in case one breaks.
4. Before turning in equipment for repairs, clean the equipment and get a tag or red block from the tag-out station. Fill it out with your name, the date and give a brief description of the problem.
5. Red and green blocks are used for large equipment and hang tags are used for small equipment. Red blocks (stop) Green blocks (go).
6. Place the tag (for small equipment) or block (for large equipment) in a place that is easily seen.
7. Large tagged out equipment is parked in the bay by the eye wash station when possible.
8. Leave the small equipment outside the SE roll-up door of the mechanic's shop. They will take it inside at the end of the day.
9. When the small equipment is fixed, it will be placed in shed A.
10. When tagging out large equipment (notify your supervisor) and fill out the tag out sheet located at the tag out station.
11. Once large equipment is fixed it will be returned to its proper location under the truck shed with a green block on it. Please return the green block to its proper location at the tag out station.