H.R. LaBounty Safety Awards Nomination Form

Nomination Deadlines:

Spring Awards: **February 1, 2020**

Fall Awards: **September 1, 2020**

Agency: West Stanislaus Irrigation District

Project/Initiative Title: Lockout / Tagout Procedure Development

Implementation Date: February 2020

Cost to Implement:

Staff Time Required: 8hr shift to walk through the steps & write it up.

Number of Employees/Facilities Impacted: 12

Employee/Department/Committee Nominated:

Name(s): Clinton McCleskey

Job Title/Department: Operations & Maintenance Supervisor

Nomination Summary

Write a brief summary of your project/initiative. Clearly state the problem/hazard recognized by the nominee and the specific reasons that they initiated corrective action.

Equipment and operating procedures tend to change over time as most of ours here at West Stanislaus ID did. The District has undergone major main canal renovations in an effort to secure a more reliable and efficient system to serve our growers for years to come. With that, lockout/tagout procedures need to reflect those changes. We have a variety of equipment that have different safety practices, and not only that, but several different staff members who may be asked to work on the equipment, and some are more familiar with it than others. Having detailed lockout/tagout procedures is the best way to ensure that nobody gets injured and no machinery gets damaged.

Describe the specific actions taken to resolve the problem(s) or challenge(s). Share the best practices that made this initiative successful for the agency and its impact.

Lockout/Tagout procedures were reviewed and revised to reflect the upgrade in equipment on the Distribution Panels at the Districts Pumping Plant 3. I began by making sure I clearly identified the equipment including the specific location. I determined the correct procedure for shutting the equipment down and restarting the equipment and detailed that procedure in step by step directions - Spelling out the exact actions to be taken and the correct sequence for performing those actions without assuming that the person performing maintenance will know the correct procedure to follow.

State whether the hazard was reduced with engineering controls, introduced a new administrative or work procedure, or relied on personal protective equipment to solve the problem.

Employees can be seriously or fatally injured if equipment they are servicing unexpectedly energizes. The potential hazard was absolutely reduced with my proactive efforts to produce clear and concise procedures for controlling hazardous energy during service or maintenance of upgraded district equipment.

Describe any extraordinary circumstances that made this nominee's safety accomplishments significant. Describe whether the nominee influenced safety in the workplace, encouraged employee participation in safety efforts, obtained organizational "buy in" to implement the solution.

As the Operations & Maintenance Supervisor, I carried forth great effort to ensure the safety of my crew by training them to take steps that will aid in preventing injury to employees, costly workers comp claims should such injuries unfortunately do arise, and costly damage to machinery if the proper steps are not taken.

Describe whether the project/initiative addressed a hazard or exposure included in the JPIA Commitment to Excellence Program.

☐Office/Field Ergonomics

☐Vehicle Operations

☐Slip/trip/falls – falls from heights

☒Other: Operational Hazard Prevention

List and attach any supporting materials that you feel are important for the reviewers to gain a complete picture of the nomination. Digital photos, supporting documentation, sample forms, etc.

See attached Lockout/Tagout Procedures

Nominated by: Clinton McCleskey **Date:**9/1/2020

General Manager: Robert Pierce **Date:**9/1/2020

Please email this form with supporting documents and digital photos (jpg) to tlofing@acwajpia.com.

West Stanislaus Irrigation District
Job Plan – Hazard Analysis

Prepared By: Clinton McCleskey	**Date: 02/2020**
Submitted By:	**Date:**

Location of Work:	Main Canal – Pumping Plant 3

Description of Work:	Open, Torque, Tighten, Clean Distribution Panels

1. Complete job analysis on back.

2. Tools and equipment required including safety equipment:

Personal Safety Equip:	Safety glasses, ear plugs, gloves, hard hats, face shield, M95 masks
Safety Equip:	Multi meter
Tools & Supplies:	Screwdrivers, locks/tags, brushes, wrenches/sockets
Equipment:	Vacuum, ladders

3. Materials and Supplies Req'd:

Equipment not listed above:	

4. Job Co-ordination required:

Other Departments:	
Other Agencies:	

Plan Reviewed Prior to Work By:

Print Name	Signature	Date

CONTINUED ON REVERSE

West Stanislaus Irrigation District
Job Plan – Hazard Analysis

Part B: After Completed Work

1. Plan review by supervisor after completion of work. Comments:

   Conduct training with all field staff to review Lockout/Tagout Operations.

Cll McC

Supervisor Signature | Date

Job Plan

Sequence of Basic Job Steps	Potential Hazards & Special Requirements	Recommended Safe Job Procedures & References
1. follow lock out tag out procedure	Pinch points, electrical shock, arc flash	Wear safety equipment listed, stand to the side of breakers when opening them to keep your body from being directly in front of it, take care to not come in contact with electrical components until it has been verified with a multimeter that there is no power within the panel, ensure other personnel is at a safe distance when opening all breakers
2. torque, tighten, and clean distribution panels	Pinch points, scrapes, inhalation of dust particles, awkward positions	Wear safety equipment listed, do not over tighten and use the proper tools to mitigate pinches and scrapes, take breaks and stretch to prevent injury
3. follow lock out tag out procedure for energizing	Pinch points, electrical shock, arc flash	Wear safety equipment listed, inspect all panels to make sure they are clear of any tools or materials that shouldn't be in them, stand to the side of breakers when closing to prevent bodily harm.

West Stanislaus Irrigation District

SAFETY AND TRAINING

TOPIC: Pumping Plant 3 Distribution Panels - Lockout/Tagout Procedure Training

Other Topics Discussed Today:

Employee Feedback Received:

Employee Name	Signature
Bottler, Josh	
Dias, Joseph	
Habel, Gary	
Jara, Pete	
McCleskey, Clinton	
Moore, Chad	
Parson, Harley	
Pierce, Robert	
Reza, Ronald	
Rightsell, James	
Verissimo, John	
Whitehead, Scott	

WEST STANISLAUS
IRRIGATION DISTRICT

Lockout/Tagout Procedures

Date:
Supervisor Responsible:
Location: Main Canal - Pumping Plant 3
Equipment: PP3 Distribution Panels
Job Description: Open, Torque, Tighten Panels

Step#	Lock#	Procedure	Time	Switchman
1		Turn Unit #1 HOA to off postion.		
2		Turn Unit #2 HOA to off postion.		
3		Turn Unit #3 HOA to off postion.		
4		Turn Unit #4 HOA to off postion.		
5		Turn Unit #5 HOA to off position		
6		Turn Unit #6 HOA to off position		
7		Turn Unit #7 HOA to off position		
8		Open Unit #1 MCC Breaker and Lock/Tag out		
9		Open Unit #2 MCC Breaker and Lock/Tag out		
10		Open Unit #3 MCC Breaker and Lock/Tag out		
11		Open Unit #4 MCC Breaker and Lock/Tag out		
12		Open Unit #5 MCC Breaker and Lock/Tag out		
13		Open Unit #6 MCC Breaker and Lock/Tag out		
14		Open Unit #7 MCC Breaker and Lock/Tag out		
15		Verify Power is off at Unit #1 by turning HOA to hand and hitting start button then returning to off postion.		
16		Verify Power is off at Unit #2 by turning HOA to hand and hitting start button then returning to off postion.		

17		Verify Power is off at Unit #3 by turning HOA to hand and hitting start button then returning to off postion.		
18		Verify Power is off at Unit #4 by turning HOA to hand and hitting start button then returning to off postion.		
19		Verify power is off at unit #5 by turning HOA to hand and hitting the start button then returning to off posotion.		
20		Verify power is off at unit #6 by turning HOA to hand and hitting the start button then returning to off position.		
21		Verify power is off at unit #7 by turning HOA to hand and hitting the start button then returning to the off position		
22		Open main feed breaker for pumps 1-3 and Lock/Tag out		
23		Open main feed breaker for pumps 4-7 and Lock/Tag out		
24		Verify that everything has been de-energized by usinig a multi-meter		
25		Confirm all personnel involved that the work is complete and tools are are removed from each unit		
26		Remove lock and tag from main breaker feeding pumps 4-7 and close the breaker		
27		Remove lock and tag from main breaker feeding pumps 1-3 and close the breaker		
28		Remove lock and tag from unit #7 ensure HOA switch is in the position you want the unit to fuction in then close the unit breaker. Confirm power is on by looking at the screen with the amp readout on the unit door.		

29		Remove lock and tag from unit #6 ensure HOA switch is in the position you want the unit to fuction in then close the unit breaker. Confirm power is on by looking at the screen with the amp readout on the unit door.		
30		Remove lock and tag from unit #5 ensure HOA switch is in the position you want the unit to fuction in then close the unit breaker. Confirm power is on by looking at the screen with the amp readout on the unit door.		
31		Remove lock and tag from unit #4 ensure HOA switch is in the position you want the unit to fuction in then close the unit breaker. Confirm power is on by looking at the screen with the amp readout on the unit door.		
32		Remove lock and tag from unit #3 ensure HOA switch is in the position you want the unit to fuction in then close the unit breaker. Confirm power is on by looking at the screen with the amp readout on the unit door.		
33		Remove lock and tag from unit #2 ensure HOA switch is in the position you want the unit to fuction in then close the unit breaker. Confirm power is on by looking at the screen with the amp readout on the unit door.		
34		Remove lock and tag from unit #1 ensure HOA switch is in the position you want the unit to fuction in then close the unit breaker. Confirm power is on by looking at the screen with the amp readout on the unit door.		

35		Remove lock and tag from unit #1 ensure HOA switch is in the position you want the unit to fuction in then close the unit breaker. Confirm power is on by looking at the screen with the amp readout on the unit door.		