

**PORT OF GARIBALDI
RESOLUTION NO. 2025-03**

**A RESOLUTION AMENDING THE PORT OF GARIBALDI ORGANIZATION
MANUAL CHAPTER 11**

WHEREAS, the Port of Garibaldi is a duly organized municipal corporation of Tillamook County, Oregon (ORS 777); the owner of certain real and personal property; the operator and administrator of and for certain real and personal property, and the facilities thereon, located within Tillamook County; and

WHEREAS, the Port's Organization Manual was adopted by Port of Garibaldi Resolution 2021-04 on the 12th of May 2021; and

WHEREAS, the Port of Garibaldi requested and received a voluntary comprehensive safety consultation from Oregon OSHA on 12 February 2025 that identified parts of Chapter 11 (Health, Safety, and Environmental Protection), of the Port's Organization Manual that needed to be updated to be compliant with OSHA rules and regulations; and

WHEREAS, the Port recognizes the Organization Manual is a living document and needs to be updated and revised in order to remain a relevant and functional tool to guide Port staff and Commissioners in Port operations and planning; NOW THEREFORE,

THE PORT OF GARIBALDI BOARD OF COMMISSIONERS RESOLVES AS FOLLOWS:

Update Chapter 11 as follows;

Chapter 11 Index. Update index to reflect changes to chapter content.

Chapter 11, Pages 11-11 to 11-12, Hazard Assessment. Update policy to include Personal Protective Equipment (PPE) selection matrix and clarify use of Hazard assessment form. (Enclosure 1)

Chapter 11, Page 11-13, Drowning Protection/Flotation Devices. Update to clarify lifejacket policy when working near water or operating a boat. (Enclosure 2)

Chapter 11, Pages 11-15, Working on or Near the Water. Update to clarify lifejacket policy when working near water or operating a boat. (Enclosure 3)

Chapter 11, Page 11-68, Port of Garibaldi Lockout/Tagout Procedures. Update to refer to LOTO procedures for specific Port equipment located in Appendix C. (Enclosure 4)

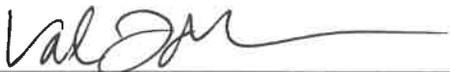
Chapter 11, Page 11-92, Heat Illness Prevention Plan. Add newly developed Port of Garibaldi Heat Illness Prevention Plan. (Enclosure 5)

Chapter 11, Appendix B, Page 11-187, Heat Illness Prevention. Add OSHA Heat Illness Prevention Fact Sheet and Heat Index. (Enclosure 6)

Chapter 11, Appendix C, Pages 11-89, Equipment Specific Lock Out/Tag Out Procedures. Add Appendix C: Equipment Specific Lock Out/Tag Out Procedures and insert LOTO procedures for identified equipment. (Enclosure 7)

Chapter 11, Entire Document. Review and update any missed spelling and punctuation errors.

APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS this 12th day of March 2025.



Val Folkema, President

ATTEST:



Kelly Barnett, Secretary

**Enclosures to Port of Garibaldi, Resolution No. 2025-03 amending the Port Of Garibaldi
Organization Manual Chapter 11**

Note: Changes are underlined in enclosures

Hazard Assessment

A general hazard assessment survey for the most common and reoccurring tasks/activities performed by Port staff in the daily performance of their duties, by the General Manager and Maintenance Supervisor. Based on this survey, the required PPE will be used during listed task listed in the below matrix.

Port of Garibaldi PPE Hazard Assessment Survey Matrix

Task/Activity	Hazard	Required PPE
Asphalt Paving	Heat, moving vehicles	Heat-resistant gloves, safety glasses, high-visibility vest, safety boots
Boat Operations	Drowning	US Coast Guard Approved Lifejacket
Construction	Falling objects, noise, dust	Hard hat, safety glasses, ear protection, dust mask, safety boots
Crane Operations	Falling objects, noise	Hard hat, ear protection, safety glasses, safety boots
Demolition	Falling debris, dust, noise	Hard hat, safety glasses, ear protection, dust mask, safety boots
Dock Work	Slips, trips, falls, moving vehicles	High-visibility vest, safety boots, gloves
Electrical Work	Electrical shock, arc flash	Insulated gloves, face shield, flame-resistant clothing, safety boots
Emergency Response	Various hazards	Appropriate PPE based on the specific emergency (e.g., gloves, respirator, safety boots)
Fence Repair	Sharp edges, falling objects	Gloves, safety glasses, hard hat, safety boots
General Landscaping	Pesticides, sharp tools	Gloves, safety glasses, long sleeves, safety boots
Graffiti Removal	Chemical exposure, sharp objects	Chemical-resistant gloves, safety glasses, respirator, safety boots
Grinding and Welding	Sparks, flying debris, noise	Welding helmet, safety glasses, ear protection, gloves, safety boots
Irrigation System Repair	Water exposure, sharp tools	Gloves, safety glasses, waterproof boots
Landscaping	Pesticides, sharp tools	Gloves, safety glasses, long sleeves, safety boots
Lawn Mowing	Noise, flying debris	Ear protection, safety glasses, gloves, safety boots
Painting and Sanding	Dust, fumes, chemical exposure	Respirator, safety glasses, gloves, coveralls, safety boots
Pathway Maintenance	Slips, trips, falls	High-visibility vest, safety boots, gloves
Pavement Marking	Moving vehicles, chemical exposure	High-visibility vest, safety glasses, gloves, respirator, safety boots
Pesticide Application	Chemical exposure	Chemical-resistant gloves, safety glasses, respirator, coveralls, rubber boots
Playground Equipment Repair	Sharp edges, falling objects	Gloves, safety glasses, hard hat, safety boots
Road Maintenance	Moving vehicles, dust, noise	High-visibility vest, safety glasses, ear protection, dust mask, safety boots
Snow Removal	Cold exposure, moving vehicles	High-visibility jacket, thermal gloves, safety glasses, safety boots
Storm Drain Maintenance	Biological hazards, confined spaces	Gloves, safety glasses, coveralls, respirator, safety boots, harness
Street Cleaning	Dust, moving vehicles	High-visibility vest, safety glasses, dust mask, safety boots
Trash Collection	Biological hazards, sharp objects	Gloves, safety glasses, coveralls, safety boots
Tree Trimming	Falling branches, sharp tools	Hard hat, safety glasses, gloves, chainsaw chaps, safety boots
Waste Collection	Biological hazards, sharp objects	Gloves, safety glasses, coveralls, safety boots
Water Treatment	Chemical exposure, slips	Chemical-resistant gloves, safety glasses, face shield, rubber boots
Working Near Water	Drowning	US Coast Guard Approved Lifejacket

For any tasks not listed in the above matrix, the Maintenance Supervisor is responsible to Conduct an initial hazard assessment survey (Appendix A), to identify and evaluate potential sources of hazards to employees. Consideration shall be given to the basic hazard categories:

Drowning Protection/Flotation Devices

When the risk falling into the water exists or whenever operating a boat or barge, an authorized USCG approved life jacket must be worn. See "Working on or Near the Water" section for further guidance

Working on or Near the Water

The buddy system should be utilized whenever there is the possibility of falling into water, in which two persons operate as a single unit in order to monitor and assist each other in performing tasks. Whenever there exists the possibility of falling into water and whenever operating a boat or barge, personnel must be attired in a USCG approved Type III or Type V work vest. The vest must be properly sized for the individual and must be secured at all times. A throwable rescue device (Type IV flotation aid) along with whatever equipment (i.e., ladders, lifting gear, or rescue boat) necessary shall be immediately available to recover an individual from the water.

Waders may not be worn when working along, over, or in moving waters; or in waters influenced by tides or acted upon by waves when water depths exceed knee height. Waders may be worn in still waters in water depths up to the waist if bottom conditions are firm and well understood. Waders shall never be worn aboard a watercraft of any kind.

If workers have the potential to get stuck in mud or fluidized sediment, a safety line should be available to be deployed from safe ground. If a worker does get stuck, they should not struggle as this causes further sinking. Use a pole to conduct sediment probing to assess water depths, the stability of shoreline terrain, and the bearing capacity of bottom sediments ahead of the chosen path.

Port of Garibaldi Lockout/Tagout Procedures

Accidents involving lack of lockout/tagout procedures have resulted in serious injuries, amputation, and deaths. Therefore, the Port will strictly enforce these practices. Failure to use identified lockout/tagout practices will result in disciplinary action. LOTO procedures for specific port equipment are located in Appendix C of this chapter. General procedures for equipment not listed in Appendix C are as follows...

HEAT ILLNESS PREVENTION PLAN

Purpose and Scope

To establish guidelines and procedures to prevent heat-related illnesses among employees or participants during hot weather conditions. This plan applies to all employees, contractors, and participants involved in outdoor or indoor activities where heat exposure is a risk.

Responsibilities

1. Management: Ensure the implementation of the plan, provide necessary resources, and monitor compliance.
2. Supervisors: Educate and train employees, monitor conditions, and enforce preventive measures.
3. Employees/Participants: Follow guidelines, report symptoms, and take preventive actions.

Symptoms of Heat-Related Illnesses

1. Heat Exhaustion
2. Heavy sweating
3. Weakness or fatigue
4. Dizziness or lightheadedness
5. Nausea or vomiting
6. Headache
7. Muscle cramps
8. Cool, moist skin
9. Rapid, weak pulse
10. Heat Stroke
11. High body temperature (above 103°F or 39.4°C)
12. Hot, red, dry, or damp skin
13. Rapid, strong pulse
14. Confusion or disorientation
15. Slurred speech
16. Seizures
17. Loss of consciousness

Immediate Actions for Heat-Related Illnesses

1. For Heat Exhaustion: Move the person to a cooler place, loosen clothing, apply cool, wet cloths, and provide water to sip slowly.
2. For Heat Stroke: Call 911 immediately, move the person to a cooler place, and try to lower their body temperature with cool cloths or a cool bath. Do not give them anything to drink.

Best Cooling Methods

1. Hydration - Regularly drink cool water to stay hydrated. Avoid beverages with caffeine or alcohol as they can dehydrate you.
2. Rest Breaks - Take frequent breaks in shaded or air-conditioned areas to allow your body to cool down.
3. Cooling Devices - Use fans or misting devices to help lower body temperature. Wear cooling vests that contain ice packs or phase change materials.
4. Clothing - Lightweight and Light-Colored Clothing: Wear loose-fitting, lightweight, and light-colored clothing to reflect heat and allow sweat to evaporate.
5. Cold Compresses - Apply Cold Packs: Place cold packs or wet clothes on the neck, armpits, and groin to cool down quickly.
6. Shade and Ventilation - Stay in shaded areas whenever possible. Use fans or open windows to increase airflow and ventilation.
7. Acclimatization - Gradually increase exposure to hot conditions to help your body adapt over time.

By incorporating these cooling methods, you can effectively manage heat exposure and reduce the risk of heat-related illnesses.

Implementing Cooling Methods

1. Hydration Stations - Place water stations with cool drinking water in easily accessible locations. Remind employees to drink water regularly, especially during breaks.

2. Scheduled Rest Breaks - Create shaded or air-conditioned break areas. Schedule frequent breaks, especially during peak heat times. Encourage employees to rest and cool down.
3. Cooling Devices - Provide fans and misting devices in work areas to help lower the ambient temperature. Offer cooling vests to employees working in particularly hot conditions.
4. Appropriate Clothing - Implement a dress code that allows for lightweight, loose-fitting, and light-colored clothing. Ensure that any required protective gear is designed to minimize heat retention.
5. Cold Compresses - Keep cold packs or wet cloths available in break areas.
6. Shade and Ventilation - Set up temporary shelters or tents to provide shade in outdoor work areas. Use fans or open windows to increase ventilation in indoor workspaces.
7. Acclimatization Programs - Develop a plan to gradually increase employees' exposure to hot conditions over a period of time. Keep track of employees' adaptation to the heat and adjust workloads accordingly.

Emergency Procedures

1. Recognizing Symptoms
 - a. Heat Exhaustion: Look for heavy sweating, weakness, dizziness, nausea, headache, muscle cramps, cool and moist skin, and a rapid, weak pulse.
 - b. Heat Stroke: Look for high body temperature (above 103°F or 39.4°C), hot and red skin (dry or damp), rapid and strong pulse, confusion, slurred speech, seizures, and loss of consciousness.
2. Immediate Actions for Heat Exhaustion
 - a. Move to a Cooler Place: Relocate the affected person to a shaded or air-conditioned area.
 - b. Loosen Clothing: Remove or loosen tight clothing to help cool the body.
 - c. Apply Cool, Wet Cloths: Use cool, wet clothes or ice packs on the neck, armpits, and groin.
 - d. Hydrate: Provide cool water to sip slowly. Avoid giving caffeinated or alcoholic beverages.

- e. Monitor Condition: Keep a close watch on the person and seek medical attention if symptoms worsen or do not improve within 30 minutes.

3. Immediate Actions for Heat Stroke

- a. Call 911 Immediately: Heat stroke is a medical emergency. Call for emergency medical assistance right away.
- b. Move to a Cooler Place: Relocate the person to a shaded or air-conditioned area.
- c. Cool the Body: Use any available means to cool the person down rapidly. This can include immersing in a cool bath or shower, spraying with cool water from a hose, sponging with cool water, placing ice packs or cold/wet clothes on the neck, armpits, and groin.
- d. Do Not Give Fluids: Avoid giving the person anything to drink if they are unconscious or not fully alert.
- e. Monitor Vital Signs: Keep track of the person's breathing and pulse until emergency medical personnel arrive.

Training and Awareness

- 1. Educate Employees: Conduct regular training sessions on recognizing heat illness symptoms and preventive measures.
- 2. Emergency Procedures: Ensure all employees know the emergency procedures for dealing with heat-related illnesses.

Monitoring and Feedback

- 1. Heat Stress Monitoring: Regularly monitor the heat index and adjust work practices as needed.
- 2. Feedback Loop: Encourage employees to provide feedback on the effectiveness of cooling methods and adjust based on their input.

By systematically implementing these methods, you can create a safer work environment and reduce the risk of heat-related illnesses. If you need more specific advice or have any other questions, feel free to ask!

Heat Illness Prevention



Prevent Heat Illness at Work

Outdoor and indoor heat exposure can be dangerous.

Ways to Protect Yourself and Others



Ease into Work

Nearly 3 out of 4 fatalities from heat illness happen during the first week of work.

- ✓ New and returning workers need to build tolerance to heat (acclimatize) and take frequent breaks.
- ✓ Follow the 20% Rule. On the first day, work no more than 20% of the shift's duration at full intensity in the heat. Increase the duration of time at full intensity by no more than 20% a day until workers are used to working in the heat.



Drink Cool Water

Drink cool water even if you are not thirsty — at least 1 cup every 20 minutes.



Dress for the Heat

Wear a hat and light-colored, loose-fitting, and breathable clothing if possible.



Take Rest Breaks

Take enough time to recover from heat given the temperature, humidity, and conditions.



Watch Out for Each Other

Monitor yourself and others for signs of heat illness.



Find Shade or a Cool Area

Take breaks in a designated shady or cool location.



If Wearing a Face Covering

Change your face covering if it gets wet or soiled. Verbally check on others frequently.

First Aid for Heat Illness

The following are signs of a medical emergency!



- Abnormal thinking or behavior
- Slurred speech
- Seizures
- Loss of consciousness

1

➤ CALL 911 IMMEDIATELY

2

➤ COOL THE WORKER RIGHT AWAY WITH WATER OR ICE

3

➤ STAY WITH THE WORKER UNTIL HELP ARRIVES



Watch for any other signs of heat illness and act quickly. When in doubt, call 911.

If a worker experiences:

- Headache or nausea
- Weakness or dizziness
- Heavy sweating or hot, dry skin
- Elevated body temperature
- Thirst
- Decreased urine output



Take these actions:

- Give water to drink
- Remove unnecessary clothing
- Move to a cooler area
- Cool with water, ice, or a fan
- Do not leave alone
- Seek medical care if needed



OSHA Occupational Safety and Health Administration

For more information: 1-800-321-OSHA (6742)
TTY 1-877-889-5627 www.osha.gov/heat

Federal law entitles you to a safe workplace. You have the right to speak up about hazards without fear of retaliation. See <https://www.osha.gov/workers> for information about how to file a confidential complaint with OSHA and ask for an inspection.

HEAT EXHAUSTION

SYMPTOMS MAY INCLUDE:

Headaches, dizziness, light-headedness, weakness, personality changes, irritability or confusion, feeling sick to your stomach, vomiting, lightheadedness, decreased and dark-colored urine, and pale, clammy skin.

WHAT SHOULD BE DONE:

- Move them to a cool, shaded area. Don't leave them alone. If they are dizzy or light-headed, lay them on their back and raise their legs about 6-8 inches. If they are sick to their stomach, lay them on their side.
- Loosen and remove heavy clothing.
- Have them drink some cool water (a small cup every 15 minutes) if they are sick to their stomach.
- Try to cool them by fanning. Cool their skin with a cool spray mist of water or wet cloth.
- If their condition worsens, call 911 for emergency help.

If heat exhaustion is not treated, the illness may advance to heat stroke.



HEAT STROKE - A Medical Emergency

SYMPTOMS MAY INCLUDE:

Dry, pale skin (no sweating); hot, red skin (looks like a sunburn); personality changes; irritability; confusion, and not making any sense; seizures or fits, and collapse (will not respond).

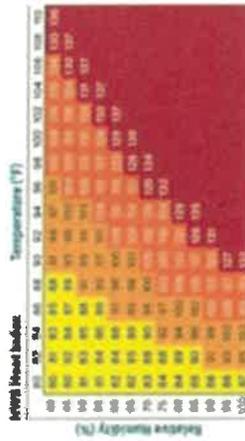
WHAT SHOULD BE DONE:

- Call 911 for emergency help.
- Move those suffering to a cool, shaded area. Don't leave them alone. Lay them on their back and if they are having seizures, remove close objects for safety. If they are sick to their stomach, lay them on their side.
- Remove heavy and outer clothing.
- Have them drink some cool water (a small cup every 15 minutes) if they are alert and not feeling sick to their stomach.
- Try to cool them by fanning. Cool the skin with a cool spray mist of water, wet cloth, or wet sheet.
- If ice is available, place ice packs in armpits and groin area.

Heat Stroke App and Oregon OSHA
 Permanent Heat Rules (effective June 2022)
osh.osha.or.gov, A to Z topic index, Heat Stress

Heat Stress Table

Be aware of the signs of heat exhaustion and heat stroke when working in hot, humid conditions. The table below shows the risks of exposure to high temperature and high humidity:



Calculation of heat stress index with psychrometric equivalent of airspeed activity

Extreme danger	Heat stroke likely to die
Danger	Heat stroke, additional protective duty
Extreme caution	Heat stroke only if heat protective gear
Caution	Fatigue possible

**Appendix C: Equipment Specific Lock Out/Tag Out
Procedures**

Port of Garibaldi Lockout/Tagout (LOTO) Program **North Pacific Crane – Serial Number 2094**

Purpose: To establish a Lockout/Tagout (LOTO) program specific to the North Pacific Crane (Serial Number 2094) at the Port of Garibaldi to protect employees from accidental startup, movement, or release of hazardous energy during maintenance or repair work.

Scope: This program applies to all authorized maintenance personnel, operators, and affected employees working on or near the North Pacific Crane.

Responsibilities:

- **Authorized Employees:** Trained personnel responsible for applying and removing LOTO devices.
- **Affected Employees:** Operators or other personnel working near locked-out equipment but not performing maintenance.
- **Supervisors:** Ensure compliance with this LOTO program and provide necessary training.

Personal Protective Equipment (PPE) Requirements:

- All personnel working around the crane must wear ANSI-approved hard hats.
- High-visibility safety vests must be worn at all times in the crane operation zone.
- Safety gloves must be worn when handling rigging equipment.
- Steel-toe boots are required for foot protection.
- Eye protection must be worn when working near potential debris or when operating machinery.

Crane Hand Signals: All crane operations shall follow standardized hand signals to ensure clear and safe communication between the signal person and the operator. The following are key signals:

- **Hoist:** Arm extended vertically, point with index finger, and make small circles.
- **Lower:** Arm extended downward, point with index finger, and make small circles.
- **Stop:** Arm extended, palm facing outward.

- Emergency Stop: Both arms extended with palms facing outward.
- Swing: Arm extended horizontally, point with finger in the direction of the swing.
- Trolley Travel: Palm up, fingers closed, thumb pointing in the direction of motion.
- Dog Everything (Cease Operations): Hands clasped together in front of the body.

All crane operators and signal personnel must be trained in these signals before performing lifting operations.

Procedure:

Step 1: Preparation

1. Identify all energy sources, including electrical, hydraulic, and mechanical systems.
2. Notify all affected employees of the intended lockout/tagout.

Step 2: Shut Down the Crane

1. Position the crane's boom in a safe, secure location.
2. Engage the crane's parking and swing brakes.
3. Lower any suspended loads to the ground.
4. Turn off the main power switch and remove the ignition key.

Step 3: Isolate Energy Sources

1. Disconnect the battery by removing the negative terminal first.
2. Relieve hydraulic system pressure by cycling the control levers.
3. Secure the electrical disconnect switch in the "OFF" position.

Step 4: Apply Lockout/Tagout Devices

1. Attach an approved lockout device to the main electrical disconnect switch.
2. Secure hydraulic system control levers if applicable.
3. Apply a tag that includes the employee's name, date, and reason for the lockout.
4. Ensure all potential hazardous energy sources are locked out.

Step 5: Verify Isolation

1. Attempt to start the crane to confirm it does not power on.
2. Check for residual hydraulic pressure or movement.
3. Confirm all energy sources are fully de-energized before starting maintenance.

Step 6: Perform Maintenance or Repairs

1. Proceed with maintenance only when the lockout/tagout is fully implemented.
2. Maintain control of keys and LOTO devices during the entire process.
3. Ensure no unauthorized employees remove locks or restore power.

Step 7: Restore to Service

1. Inspect the work area to ensure all tools and parts are removed.
2. Reconnect the battery, starting with the positive terminal.
3. Remove all lockout/tagout devices following the same employee who installed them.
4. Notify affected employees that the crane is back in service.
5. Start the machine and conduct operational checks before resuming normal use.

Training and Compliance:

- All authorized employees must complete LOTO training before servicing the crane.
- Refresher training is required annually or when new hazards or procedures arise.
- Failure to follow this procedure may result in disciplinary action.

Review and Updates: This program shall be reviewed annually and updated as necessary to maintain compliance with OSHA and Port of Garibaldi safety standards.

Port of Garibaldi Lockout/Tagout (LOTO) Program **Port of Garibaldi Dock Main Power Supply Boxes**

Purpose: To establish a Lockout/Tagout (LOTO) program specific to the Port of Garibaldi Dock Main Power Supply Boxes to protect employees from accidental energization or release of hazardous electrical energy during maintenance or repair work.

Scope: This program applies to all authorized maintenance personnel, electricians, and affected employees working on or near the dock's main power supply boxes.

Responsibilities:

- **Authorized Employees:** Trained personnel responsible for applying and removing LOTO devices.
- **Affected Employees:** Employees working near locked-out electrical systems but not performing maintenance.
- **Supervisors:** Ensure compliance with this LOTO program and provide necessary training.

Personal Protective Equipment (PPE) Requirements:

- **All employees working on or near the dock must wear a U.S. Coast Guard-approved life jacket at all times.**
- **Insulated gloves and safety footwear must be worn when working with electrical components.**
- **Eye protection is required when performing maintenance inside the power supply boxes.**

Emergency Procedures for Employee Fall into Water:

1. **Alert Nearby Personnel** – Call for immediate assistance and notify a supervisor.
2. **Deploy a Life Ring** – If the employee is conscious and able to grasp it, throw a life ring or flotation device.
3. **Use a Rescue Pole or Ladder** – Assist the employee in climbing back onto the dock.

4. Emergency Medical Response – If the employee is injured or unresponsive, call 911 immediately.
5. Post-Incident Reporting – Document the incident and conduct a safety review to prevent future occurrences.

Procedure:

Step 1: Preparation

1. Identify the power source(s) supplying the dock's main power supply box.
2. Notify all affected employees of the intended lockout/tagout.

Step 2: Shut Down the Power Supply

1. Switch off all connected equipment to reduce potential electrical load.
2. Locate and open the main power supply box.
3. Turn off the main circuit breaker or disconnect switch.

Step 3: Isolate Energy Sources

1. Use a voltage tester to verify that power has been fully disconnected.
2. Secure the main disconnect switch in the "OFF" position.

Step 4: Apply Lockout/Tagout Devices

1. Attach an approved electrical lockout device to the main disconnect switch or breaker.
2. Apply a tag that includes the employee's name, date, and reason for the lockout.
3. Ensure all potential electrical hazards are controlled.

Step 5: Verify Isolation

1. Use a multimeter or voltage tester to confirm zero energy at the power terminals.
2. Attempt to turn on a nearby device to ensure no power is flowing.
3. Confirm all energy sources are fully de-energized before starting maintenance.

Step 6: Perform Maintenance or Repairs

1. Proceed with maintenance only when the lockout/tagout is fully implemented.
2. Maintain control of keys and LOTO devices during the entire process.
3. Ensure no unauthorized employees remove locks or restore power.

Step 7: Restore to Service

1. Inspect the work area to ensure all tools and parts are removed.
2. Re-secure all electrical connections and covers, as necessary.
3. Remove all lockout/tagout devices following the same employee who installed them.
4. Notify affected employees that the power supply is being restored.
5. Turn the main disconnect switch or breaker back to the "ON" position.
6. Verify proper operation of equipment before returning to full service.

Training and Compliance:

- All authorized employees must complete LOTO training before servicing the dock power supply boxes.
- Refresher training is required annually or when new hazards or procedures arise.
- Failure to follow this procedure may result in disciplinary action.

Review and Updates: This program shall be reviewed annually and updated as necessary to maintain compliance with OSHA and Port of Garibaldi safety standards.

Port of Garibaldi Lockout/Tagout (LOTO) Program **Kohler Generator Model #100REOZT-60Hz**

Purpose: To establish a Lockout/Tagout (LOTO) program specific to the Kohler Generator Model #100REOZT-60Hz at the Port of Garibaldi to protect employees from accidental startup, movement, or release of hazardous energy during maintenance or repair work.

Scope: This program applies to all authorized maintenance personnel, operators, and affected employees working on or near the generator, including its trailer-mounted system.

Responsibilities:

- **Authorized Employees:** Trained personnel responsible for applying and removing LOTO devices.
- **Affected Employees:** Operators or other personnel working near locked-out equipment but not performing maintenance.
- **Supervisors:** Ensure compliance with this LOTO program and provide necessary training.

Personal Protective Equipment (PPE) Requirements:

- ANSI-approved hard hats must be worn when working around the generator.
- High-visibility safety vests must be worn at all times when operating or maintaining the unit.
- Insulated gloves must be used when working with electrical components.
- Steel-toe boots are required for foot protection.
- Eye protection must be worn when performing maintenance or fueling the generator.

Trailer Stabilization Requirements:

- Before performing any maintenance, ensure the generator trailer is parked on a level, stable surface.
- Engage wheel chocks on both sides of the trailer wheels to prevent movement.

- Lower and secure the trailer stabilizing jacks to ensure stability.
- Ensure the trailer hitch is disconnected from any towing vehicle before maintenance.

Procedure:

Step 1: Preparation

1. Identify all energy sources, including electrical, fuel, and mechanical systems.
2. Notify all affected employees of the intended lockout/tagout.

Step 2: Shut Down the Generator

1. Ensure the generator is in a no-load condition by disconnecting all external power loads.
2. Use the control panel to shut down the generator per manufacturer guidelines.
3. Allow the generator to cool before proceeding with maintenance.

Step 3: Isolate Energy Sources

1. Turn off and secure the generator's main power switch.
2. Disconnect the battery, removing the negative terminal first.
3. Shut off the fuel supply and secure the fuel valve in the closed position.
4. Relieve any residual energy by cycling the control switches.

Step 4: Apply Lockout/Tagout Devices

1. Attach an approved electrical lockout device to the main power switch.
2. Apply a lock and tag to the battery terminals.
3. Secure the fuel valve in the closed position with a lockout device.
4. Attach a tag that includes the employee's name, date, and reason for the lockout.

Step 5: Verify Isolation

1. Attempt to start the generator to confirm it does not power on.
2. Check for any remaining electrical charge or fuel pressure.

3. Confirm all energy sources are fully de-energized before starting maintenance.

Step 6: Perform Maintenance or Repairs

1. Proceed with maintenance only when the lockout/tagout is fully implemented.
2. Maintain control of keys and LOTO devices during the entire process.
3. Ensure no unauthorized employees remove locks or restore power.

Step 7: Restore to Service

1. Inspect the work area to ensure all tools and parts are removed.
2. Reconnect the battery, starting with the positive terminal.
3. Open the fuel valve and ensure there are no leaks.
4. Remove all lockout/tagout devices following the same employee who installed them.
5. Notify affected employees that the generator is back in service.
6. Start the generator and conduct operational checks before resuming normal use.

Training and Compliance:

- All authorized employees must complete LOTO training before servicing the generator.
- Refresher training is required annually or when new hazards or procedures arise.
- Failure to follow this procedure may result in disciplinary action.

Review and Updates: This program shall be reviewed annually and updated as necessary to maintain compliance with OSHA and Port of Garibaldi safety standards.

Port of Garibaldi Lockout/Tagout (LOTO) Program **Kubota R530 Wheel Loader**

Purpose: To establish a Lockout/Tagout (LOTO) program specific to the Kubota R530 Wheel Loader to protect employees from accidental startup, movement, or release of hazardous energy during maintenance or repair work.

Scope: This program applies to all authorized maintenance personnel, operators, and affected employees working on the Kubota R530 Wheel Loader at the Port of Garibaldi.

Responsibilities:

- **Authorized Employees:** Trained personnel responsible for applying and removing LOTO devices.
- **Affected Employees:** Operators or other personnel working near locked-out equipment but not performing maintenance.
- **Supervisors:** Ensure compliance with this LOTO program and provide necessary training.

Procedure:

Step 1: Preparation

1. **Identify all energy sources, including electrical, hydraulic, and mechanical systems.**
2. **Notify all affected employees of the intended lockout/tagout.**

Step 2: Shut Down the Kubota R530

1. **Park the loader on level ground in a designated maintenance area.**
2. **Lower the bucket to the ground to relieve hydraulic pressure.**
3. **Engage the parking brake and turn off the ignition.**
4. **Remove the key from the ignition and keep it in your possession.**

Step 3: Isolate Energy Sources

1. Disconnect the battery by removing the negative terminal first.
2. Bleed off any remaining hydraulic pressure by cycling the controls.
3. Secure wheel chocks to prevent movement.

Step 4: Apply Lockout/Tagout Devices

1. Attach a lockout device to the battery disconnect switch.
2. Secure the hydraulic control levers if applicable.
3. Apply a tag with the employee's name, date, and reason for the lockout.
4. Ensure all potential hazardous energy sources are locked out.

Step 5: Verify Isolation

1. Attempt to start the Kubota R530 to confirm it does not power on.
2. Check for residual hydraulic pressure or movement.
3. Confirm all energy sources are fully de-energized before starting maintenance.

Step 6: Perform Maintenance or Repairs

1. Proceed with maintenance only when the lockout/tagout is fully implemented.
2. Maintain control of keys and LOTO devices during the entire process.
3. Ensure no unauthorized employees remove locks or restore power.

Step 7: Restore to Service

1. Inspect the work area to ensure all tools and parts are removed.
2. Reconnect the battery, starting with the positive terminal.
3. Remove all lockout/tagout devices following the same employee who installed them.
4. Notify affected employees that the Kubota R530 is back in service.
5. Start the machine and conduct operational checks before resuming normal use.

Training and Compliance:

- All authorized employees must complete LOTO training before servicing the Kubota R530.
- Refresher training is required annually or when new hazards or procedures arise.
- Failure to follow this procedure may result in disciplinary action.

Review and Updates: This program shall be reviewed annually and updated as necessary to maintain compliance with OSHA and Port of Garibaldi safety standards.

Lockout/Tagout (LOTO) Program Terex TB50 Aerial Lift – Port of Garibaldi

Purpose: To establish a Lockout/Tagout (LOTO) program specific to the Terex TB50 Aerial Lift to protect employees from accidental startup, movement, or release of hazardous energy during maintenance or repair work.

Scope: This program applies to all authorized maintenance personnel, operators, and affected employees working on the Terex TB50 Aerial Lift at the Port of Garibaldi.

Responsibilities:

- **Authorized Employees:** Trained personnel responsible for applying and removing LOTO devices.
- **Affected Employees:** Operators or other personnel working near locked-out equipment but not performing maintenance.
- **Supervisors:** Ensure compliance with this LOTO program and provide necessary training.

Procedure:

Step 1: Preparation

1. Identify all energy sources, including electrical, hydraulic, and mechanical systems.
2. Notify all affected employees of the intended lockout/tagout.

Step 2: Shut Down the Terex TB50

1. Park the aerial lift on level ground in a designated maintenance area.
2. Ensure the platform is fully lowered.
3. Engage the parking brake and turn off the ignition.
4. Remove the key from the ignition and keep it in your possession.

Step 3: Isolate Energy Sources

1. Disconnect the battery by removing the negative terminal first.
2. Bleed off any remaining hydraulic pressure by cycling the controls.
3. Secure wheel chocks to prevent movement.

Step 4: Apply Lockout/Tagout Devices

1. Attach a lockout device to the battery disconnect switch.
2. Secure the hydraulic control levers if applicable.
3. Apply a tag with the employee's name, date, and reason for the lockout.
4. Ensure all potential hazardous energy sources are locked out.

Step 5: Verify Isolation

1. Attempt to start the Terex TB50 to confirm it does not power on.
2. Check for residual hydraulic pressure or movement.
3. Confirm all energy sources are fully de-energized before starting maintenance.

Step 6: Perform Maintenance or Repairs

1. Proceed with maintenance only when the lockout/tagout is fully implemented.
2. Maintain control of keys and LOTO devices during the entire process.
3. Ensure no unauthorized employees remove locks or restore power.

Step 7: Restore to Service

1. Inspect the work area to ensure all tools and parts are removed.
2. Reconnect the battery, starting with the positive terminal.
3. Remove all lockout/tagout devices following the same employee who installed them.
4. Notify affected employees that the Terex TB50 is back in service.
5. Start the machine and conduct operational checks before resuming normal use.

Training and Compliance:

- All authorized employees must complete LOTO training before servicing the Terex TB50.
- Refresher training is required annually or when new hazards or procedures arise.
- Failure to follow this procedure may result in disciplinary action.

Review and Updates: This program shall be reviewed annually and updated as necessary to maintain compliance with OSHA and Port of Garibaldi safety standards.

