

# XYZ Company, Inc.

## Lockout-Tagout Procedure / Process for safely de-energizing equipment in our facility.

- (1) Notify all affected employees that servicing or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.
- (2) The authorized employee shall refer to the company procedure to identify the type and magnitude of the energy that the machine or equipment utilizes, shall understand the hazards of the energy, and shall know the methods to control the energy.
- (3) If the machine or equipment is operating, shut it down by the normal stopping procedure (depress the stop button, open switch, close valve, etc.).
- (4) De-activate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s).
- (5) Lock out the energy isolating device(s) with assigned individual lock(s).
- (6) Stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.
- (7) Ensure that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or other normal operating control(s) or by testing to make certain the equipment will not operate.  
Caution: Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.
- (8) The machine or equipment is now locked out.

***This procedure is not OSHA compliant because it only provides general lockout guidance. To be 1910.147 compliant it needs to identify the specific machine's energy sources. It also has to provide the specific steps needed to turn off the energy sources, dissipate the energy and then lock it out to keep it in a zero energy state.***

**Visit [www.masterlockservices.com](http://www.masterlockservices.com) for help in writing OSHA compliant lockout procedures.**



**LOCKOUT TAGOUT PROCEDURE**  
CFR 1910.147

Developed by	Reviewed by	Released by
ML	ML	

Description: Air Handler Unit AHU 1		CMMS #: 323423420-213		
Location: Rooftop	Building: Main	Revn: 0	Date: N/A	Origin Date: 07-07-07

<b>6</b> <b>LOCKS &amp; TAGS NEEDED</b>	<b>CAUTION</b>
	Control air is not considered part of this procedure. You must disconnect air before servicing air control components.

Reviewed and approved  
9-3-08  
J. Galt

NEXT AUDIT DUE  
SEPT 2009

NEXT AUDIT DUE  
SEPT 2010

NEXT AUDIT DUE  
SEPT 2011



**ALWAYS PERFORM A MACHINE STOP BEFORE LOCKING OUT DISCONNECTS**

ID	Source	Device	Location	Method	Check
	<b>Electrical</b> 480V	Padlock	Isolation point on South side of AHU.	Move E-1 disconnect to off. Apply lock and tag.	Verify machine is deenergized.
	<b>Chilled Water Inlet</b> 60 PSI	Padlock	Isolation point on South side of AHU.	Turn W-1 valve to closed position. Apply lock and tag.	Verify pressure has bled off.
	<b>Chilled Water Inlet</b> 60 PSI	Ball valve	Isolation point on South side of AHU.	Turn W-2 valve to closed position. Apply lock and tag.	Verify pressure has bled off.
	<b>Chilled Water Outlet</b> 60 PSI	Gate valve device	Isolation point on South side of AHU.	Turn W-3 valve to closed position. Apply lock and tag.	Verify pressure has bled off.
	<b>Steam Inlet</b> 35 PSI	Gate valve device	Isolation point on South side of AHU.	Turn S-1 valve to closed position. Apply lock and tag.	Verify pressure has bled off.
	<b>Steam Inlet</b> 35 PSI	Gate valve device	Isolation point on South side of AHU.	Turn S-2 valve to closed position. Apply lock and tag.	Verify pressure has bled off.
	<b>Kinetic Energy</b> Fan (350 RPM)	Be sure to wait until all moving parts have come to a complete stop before attempting to service machine. Once fan has stopped, block in place to prevent movement.			
	<b>Thermal Energy</b> 300 degrees	Be sure to wait until heat has dissipated from machine before servicing. Wear proper PPE before beginning work.			



**OPENING A GUARD DOES NOT CONSTITUTE A LOCKOUT**  
Any machine modifications must be shown in procedure. Contact safety department to update procedure.



***Safety Is Your Responsibility!***