



LOCKOUT TAGOUT PROCEDURE

Department: Life Safety
Equipment: Automatic Transfer Switch
Equipment Location: Various campus locations

Purpose: This procedure establishes the minimum requirements for the lockout and tagout of energy isolating devices whenever performing maintenance or servicing an automatic transfer switch to protect employees from the unexpected energization or start-up of the equipment, or release of stored energy.




Special Precautions: N/A

EQUIPMENT PICTURE



ENERGY SOURCES				
Energy Source (Magnitude)	Energy Isolation Point or Control Step	Application Method and LOTO Device	Step #	Visual Reference
Electrical 480/208V	Generator control panel circuit breakers	Place in "Off" position and perform LOTO	3a	



	<p>Normal power distribution disconnect (if present) If not present, contact EDS to turn off power from transformer, if possible. This is usually applicable for Fire Pump ATs.</p>	<p>Place in "Off" position and perform LOTO</p>	<p>3b</p>	
	<p>ATS Normal Power Circuit Breaker</p>	<p>Place in "Off" position and perform LOTO</p>	<p>3c</p>	<div style="text-align: center;">  <p>Example 1</p>  <p>Example 2</p> </div>

LOCKOUT TAGOUT SEQUENCE	
Step	Description
<p>1. Notify Employees</p>	<p>Notify affected employees of LOTO activity:</p> <ul style="list-style-type: none"> a. Life Safety Supervisor b. Work Reception for outage notice c. Building representative(s)
<p>2. Equipment Shutdown</p>	<p>N/A</p>
<p>3. Isolate Energy</p>	<ul style="list-style-type: none"> a. Operate generator circuit breakers to "Off" position b. Operate normal power distribution disconnect to "Off" position



	c. Operate ATS Normal Power circuit breaker to "Off" position.
4. Lockout Energy	Lockout and tagout the circuit breakers and disconnect.
5. Dissipate Energy	N/A
6. Verify Isolation	Check for zero voltage with electrical meter. (Note: wear appropriate Arc Flash PPE)
7. Perform work	The equipment is locked out. Perform work.

RESTORE EQUIPMENT TO SERVICE SEQUENCE	
Step	Description
8. Clear Work Area	To restart equipment, clear work area of personnel and tools.
9. Verify Controls	Verify that controls are in off position.
10. Remove Lockout	Remove lockout devices and reenergize circuit breakers and disconnect.
11. Notify Employees	Notify affected employees that servicing is completed.