



LOCKOUT TAGOUT PROCEDURE

Department: Construction Services Small Jobs Shop

Equipment: Walk-in Cold Room

Equipment Location: Various campus buildings (mainly laboratory buildings)

Purpose: This procedure establishes the minimum requirements for the lockout and tagout of energy isolating devices whenever performing maintenance or servicing cold rooms to protect employees from the unexpected energization or start-up of the cold room refrigeration system.

Special Precautions: None

EQUIPMENT PICTURE



ENERGY SOURCES

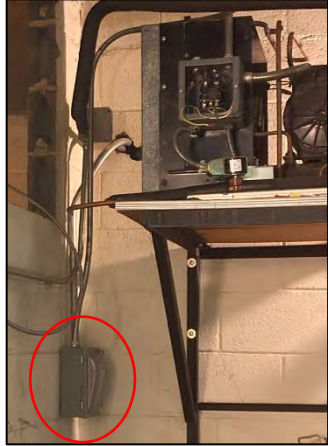
Energy Source (Magnitude)	Energy Isolation Point or Control Step	Application Method and LOTO Device	Step #	Visual Reference
Electrical 208/220 V	Circuit breaker on electrical panel	Place breaker in "Off" position and perform LOTO	3	

Created by: Kim Haley, EHS

Reviewed by: Kenneth Hackney, Construction Small Jobs Shop Supervisor

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LOCKOUT TAGOUT SEQUENCE	
Step	Description
1. Notify Employees	Notify affected employees of LOTO activity: <ol style="list-style-type: none"> a. Construction Small Jobs Shop Supervisor b. Building Representative and/or Lab Representative
2. Equipment Shutdown	<p>Shut down cold room by normal stopping procedure.</p> <ol style="list-style-type: none"> a. Place disconnect in "Off" position. 
3. Isolate Energy	Place circuit breaker in electrical panel in "off" position.
4. Lockout Energy	Lockout and tagout the circuit breaker.
5. Dissipate Energy	N/A
6. Verify Isolation	Place disconnect in "on" position to verify isolation (i.e., cold room should not start). An additional check would be to test for voltage at junction box to refrigeration system.
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 device, reenergize circuit breaker.
11. Notify Employees	Notify affected employees that servicing is completed.