## LOCKOUT TAGOUT PROCEDURE

**Department:** Waste Reduction and Recycling  
**Equipment:** Trash and Cardboard Compactors  
**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 compactors to protect employees from the unexpected energization or start-up of the equipment, or release of stored energy.

**Special Precautions:** N/A

### EQUIPMENT PICTURE

![EQUIPMENT PICTURE](image)

### ENERGY SOURCES

<table>
<thead>
<tr>
<th>Energy Source (Magnitude)</th>
<th>Energy Isolation Point or Control Step</th>
<th>Application Method and LOTO Device</th>
<th>Step #</th>
<th>Visual Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrical 208/460 V</td>
<td>Disconnect</td>
<td>Place disconnect in “Off” position and perform LOTO</td>
<td>3</td>
<td><img src="image" alt="Visual Reference" /></td>
</tr>
</tbody>
</table>

### LOCKOUT TAGOUT SEQUENCE

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
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</table>
| 1.   | Notify Employees  
Notify affected employees working in the vicinity the of LOTO activity. |

Created by: Kim Haley, EHS  
Reviewed by: Shawn Ellis, OWRR Operations Supervisor  
Date Created: 3/10/22
2. **Equipment Shutdown**

Turn key switch to the “Off” position.

3. **Isolate Energy**

Turn disconnect to the “Off” position and perform LOTO.

4. **Lockout Energy**

Lockout and tagout the disconnect.

5. **Dissipate Energy**

Verify that there is no hydraulic pressure on the compactor by observing the pressure gauge reads zero and/or by verifying the hydraulic lines are limp. If pressure is still on the system, push the pressure relief button for the hydraulic cylinder. Disconnect the hydraulic hoses.

6. **Verify Isolation**

Turn key switch to the “On” position to verify isolation. Verify “Emergency Stop” is pulled out and press “Forward”. Compactor will not start if isolation has been achieved.

7. **Perform work**

The equipment is locked out. Perform work.

<table>
<thead>
<tr>
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<tr>
<td>8.</td>
<td>Clear Work Area</td>
</tr>
<tr>
<td>9.</td>
<td>Verify Controls</td>
</tr>
<tr>
<td>10.</td>
<td>Remove Lockout</td>
</tr>
<tr>
<td>11.</td>
<td>Notify Employees</td>
</tr>
</tbody>
</table>