



### 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



### ENERGY SOURCES

Energy Source (Magnitude)	Energy Isolation Point or Control Step	Application Method and LOTO Device	Step #	Visual Reference
Electrical 208/460 V	Disconnect	Place disconnect in "Off" position and perform LOTO	3	

### LOCKOUT TAGOUT SEQUENCE

Step	Description
1. <b>Notify Employees</b>	Notify affected employees working in the vicinity the of LOTO activity.

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<p><b>2. Equipment Shutdown</b></p>	<p>Turn key switch to the "Off" position.</p>	
<p><b>3. Isolate Energy</b></p>	<p>Turn disconnect to the "Off" position and perform LOTO.</p>	
<p><b>4. Lockout Energy</b></p>	<p>Lockout and tagout the disconnect.</p>	
<p><b>5. Dissipate Energy</b></p>	<p>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.</p>	
<p><b>6. Verify Isolation</b></p>	<p>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.</p>	
<p><b>7. Perform work</b></p>	<p>The equipment is locked out. Perform work.</p>	

<p><b>RESTORE EQUIPMENT TO SERVICE SEQUENCE</b></p>	
<p><b>Step</b></p>	<p><b>Description</b></p>
<p><b>8. Clear Work Area</b></p>	<p>To restore equipment to service, clear work area of personnel and tools.</p>
<p><b>9. Verify Controls</b></p>	<p>Verify that controls are in off position. Attach hydraulic hoses.</p>
<p><b>10. Remove Lockout</b></p>	<p>Remove lockout devices and reenergize disconnect.</p>
<p><b>11. Notify Employees</b></p>	<p>Notify affected employees that servicing is completed.</p>