



LOCKOUT TAGOUT PROCEDURE

Department: HVAC Auxiliaries

Equipment: Vacuum System Pump

Equipment Location: Dental School Maintenance Rooms (Brauer, Tarrson and Koury)

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



Special Precautions: None

EQUIPMENT PICTURE



Example: Brauer Hall Vacuum Pump

ENERGY SOURCES


Energy Source (Magnitude)	Energy Isolation Point or Control Step	Application Method and LOTO Device	Step #	Visual Reference
Electrical 460 V	Pump Disconnect on control panel for pumps	Place in "Off" position and perform LOTO	3a	
Vacuum	Vacuum Pump Inlet Valve	Place in "Closed" position and perform LOTO	3b	

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LOCKOUT TAGOUT SEQUENCE	
Step	Description
1. Notify Employees	Notify affected employees of LOTO activity: a. Construction Plumbing Shop Supervisor b. Dental School Building Representative
2. Equipment Shutdown	Shut down pump by normal stopping procedure. a. Place pump switch in "Off" position. 
3. Isolate Energy	a. Turn off disconnect to pump. b. Close pump inlet valve.
4. Lockout Energy	Lockout and tagout the disconnect and valve.
5. Dissipate Energy	Vent system and verify vacuum is zero on pressure gauge.
6. Verify Isolation	Place pump switch in "Hand" position to verify isolation (i.e., pump should not start).
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 or closed position.
10. Remove Lockout	Remove lockout devices, reenergize disconnect, and open valve.
11. Notify Employees	Notify affected employees that servicing is completed.