



**LOCKOUT TAGOUT PROCEDURE**

**Department:** Life Safety

**Equipment:** Generator

**Equipment Location:** Various campus locations

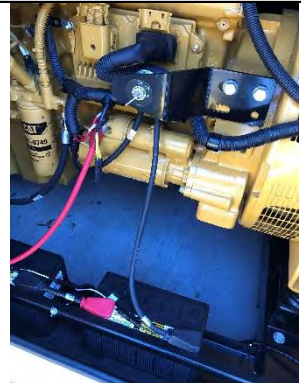
**Purpose:** This procedure establishes the minimum requirements for the lockout and tagout of energy isolating devices whenever performing maintenance or servicing a generator to protect employees from the unexpected energization or start-up of the equipment, or release of stored energy.

**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
Mechanical 1800 rpm, 40-4000 hp	Starting battery	Disconnect negative battery lead	3	
12V – 48V DC				



LOCKOUT TAGOUT SEQUENCE	
Step	Description
1. Notify Employees	Notify affected employees of LOTO activity: a. Life Safety Supervisor b. Building representatives)
2. Equipment Shutdown	N/A (equipment's normal state is off)
3. Isolate Energy	Disconnect negative battery lead
4. Tagout Energy	Place tag on battery lead.
5. Dissipate Energy	N/A
6. Verify Isolation	a. Place controller in manual mode and attempt start. Generator should not start.
	b. Verify no voltage on battery charger gauge.
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. Connect battery lead. Place controller in "Auto".
11. Notify Employees	Notify affected employees that servicing is completed.