



LOCKOUT TAGOUT PROCEDURE

Department: Maintenance Electrical Shop

Equipment: Electrical Receptacle

Equipment Location: Various locations in campus buildings


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

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, Varies 120 to 480 V	Circuit breaker in electrical panel feeding receptacle	Place circuit breaker in "Off" position and perform LOTO	3	

LOCKOUT TAGOUT SEQUENCE


Step	Description
1. Notify Employees	Notify affected employees of LOTO activity: <ol style="list-style-type: none"> a. Maintenance Electrical Shop Supervisor b. Building Representative, if necessary
2. Equipment Shutdown	N/A
3. Isolate Energy	Turn breaker to "Off" position.

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Date Created: 2/16/22



4. Lockout Energy	Lockout and tagout breaker.	
5. Dissipate Energy	N/A	
6. Verify Isolation	Test receptacle with meter to verify zero voltage.	
7. Perform work	The equipment is locked out. Perform work.	

RESTORE EQUIPMENT TO SERVICE SEQUENCE	
Step	Description
8. Clear Work Area	Clear work area of personnel and tools.
9. Verify Controls	Verify that controls are in off position.
10. Remove Lockout	Remove lockout devices and reenergize breaker.
11. Notify Employees	Notify affected employees that servicing is completed.