

## APPENDIX A – Departmental Lockout Procedure

Equipment Name: AHU	Date Written:
Operating Unit:	Date Revised:
Location:	

### **LOCKOUT STEPS**

1. Determine responsibilities – Pre Job Plan.
2. Know the types and magnitude of hazardous energy.
3. Shut down-turn off the equipment.
4. Isolate the equipment from hazardous energy.
5. Apply the lockout – devices/locks.
6. Relieve stored energy.
7. Verify isolation – try to start the equipment.

### **RELEASE FROM LOCKOUT**

1. Remove non-essential materials.
2. Make sure all employees are safely positioned and notified.
3. Remove locks and devices. Personal locks may only be removed by their owners.

*For exceptions follow LO/TO program section 7 (removal of LO/TO devices by other than Authorized Employee).*

**LIST HAZARDOUS ENERGY: Electricity, potential energy in humidification system, heating & cooling water systems.**

<b>LOCKOUT STEPS:</b>	<i>Initial White Blocks</i>		
	VERIFIED	LOCKED	UNLOCKED
1. Step 1 Notify affected personnel of Lockout, Tag Out as appropriate.			
2. Step 2 Open electrical disconnect to unit & Lockout, Tag Out. Verify isolation-Try to start equipment.			
3. Step 3 Potential energy in the humidification system, temperature & pressure, valve off supply & return, drain than Lockout, Tag out.			
4. Step 4 Potential energy in the heating water system, temperature & pressure, valve off supply & return, drain than Lockout, Tag Out.			
5. Step 5 Potential energy in the chilled water system, pressure, valve off supply & return, drain than Lockout, Tag Out.			
6. Step 6 When work is completed, notify area personnel & remove Lockout, Tag Out.			
7. Step 7			
<b>VERIFY ISOLATION – TRY TO START EQUIPMENT</b>			

**COMMENTS AND SUGGESTED REVISIONS:**

<b>VERIFY JOB IS COMPLETE AND ALL LOCKS HAVE BEEN REMOVED</b>	SIGNATURE:	DATE:	TIME:
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