# APPENDIX A – Departmental Lockout Procedure

### Equipment Name: AHU

### Operating Unit:

### 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.

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### LOCKOUT STEPS:

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<thead>
<tr>
<th>Initial White Blocks</th>
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<td>VERIFIED</td>
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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

**VERIFY ISOLATION – TRY TO START EQUIPMENT**

### COMMENTS AND SUGGESTED REVISIONS:

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**VERIFY JOB IS COMPLETE AND ALL LOCKS HAVE BEEN REMOVED**

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<thead>
<tr>
<th>SIGNATURE:</th>
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