APPENDIX A – Departmental Lockout Procedure

Equipment Name: Heat, Chilled Water or Circulating Pumps

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, hot water temperatures & system pressures

<table>
<thead>
<tr>
<th>LOCKOUT STEPS:</th>
<th>Initial White Blocks</th>
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<tbody>
<tr>
<td>1. Step 1 Notify affected personnel of Lockout, Tag out as appropriate</td>
<td>VERIFIED</td>
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<td>2. Step 2 Open electric disconnect to pump &amp; Lockout, Tag Out. Verify isolation- try to start equipment.</td>
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<td>3. Step 3 Valve off supply &amp; return, depressurize, drain &amp; Lockout, Tag Out</td>
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<td>4. Step 4 When work is completed, notify area personnel &amp; remove Lockout, Tag out</td>
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<td>5. Step 5</td>
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<td>6. Step 6</td>
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<td>7. Step 7</td>
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</table>

VERIFY ISOLATION – TRY TO START EQUIPMENT

COMMENTS AND SUGGESTED REVISIONS:

VERIFY JOB IS COMPLETE AND ALL LOCKS HAVE BEEN REMOVED

SIGNATURE:  

DATE:  

TIME:  

06-09