UNLV

Lockout Procedure – HCH Stage and Elevator

June 2017

A. General

This procedure establishes the minimum requirements for the lockout of energy isolating devices whenever maintenance or servicing is done on the HCH stage and elevator.

It shall be used for following:

(1) Assist employees safely perform work on the HCH stage and elevator.

(2) Account for work in the vicinity of the stage, below the stage elevator and where stage equipment is regularly stored.

(3) Coordinate the lockout of the HCH stage and elevator with the elevator technician.

(4) Ensure that the stage and elevator is isolated from all potentially hazardous energy.

(5) Lock out of electrical breaker before employees perform any servicing, maintenance, or entry under the stage, where the unexpected start-up and movement of the stage and elevator or release of stored energy could cause injury.

B. Compliance with This Program

All UNLV employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout/tagout.

Authorized personnel are required to perform lockout/tagout in accordance with this procedure. Authorized employees in this case are:

- Performing Arts Center Director
- HCH Theater Technicians
- Elevator Service Technicians

All employees, upon observing that the stage and elevator is locked and tagged out shall not attempt to:

- Start
- Energize
- Operate the pendant control.

C. Sequence of Lockout – Authorized Employee

(1) Notify individuals in the area and those below that servicing or maintenance is required on/or below the stage and elevator and that the equipment must be shut down and locked and tagged out.

i. Lori Pullen, Executive Director, (702) 895 – 4711

ii. Technical Director, (702) 895 – 3804

iii. HCH Theater Technicians, (702) 895 – 1652

iv. Elevator service provider

(2) Identify the location, type and magnitude of the energy used by the stage and elevator. Understand the hazards associated with the electricity and hydraulic pressure and how to control it. The following apply to the stage and elevator:

i. Electrical Energy Hazard – 240 v, 3 phase power

ii. Hydraulic Energy Hazard – potential for cylinders to loose positioning from pressure leakage.

(3) Check the stage and elevator for proper operation.

(4) Shut down the stage and elevator by depressing the stop button on the pendant. While on the stage, check for proper clearance.

Note: To access the pendant, lift the metal cover on the stage floor. The pendant runs both the electrical and hydraulic features of the stage and elevator.

(5) Locate the electrical breaker for the elevator in the elevator equipment room.

(6) Standing with your back to the breaker and reaching to the side, pull the breaker handle down to the off position.

(7) Apply lock, tag (completed with identifying information) and lockout device (if more than one person will be working on the stage or elevator) to the electrical breaker handle.

(8) Ensure the equipment is disconnected from the energy source by doing the following:

i. Checking that no personnel are exposed.

ii. Verifying the isolation of energy to the equipment.

iii. Using the pendant, attempt to operate the control switches to raise or lower the stage and elevator.

Note: The result should be no movement detected on the stage or elevator. If movement does occur, immediately stop the operation and contact the technical direction.

iv. Return operating controls to the off position.

(9) The stage and elevator is now locked out and work may safely begin.

D. Restoration of Equipment to Service

When authorized employees have completed the necessary servicing or maintenance; stage is to be returned to normal operational condition.

(1) Check the area around and below the stage to ensure that nonessential items have been removed and that state and elevator components are operationally intact.

(2) Check the work area to ensure that all individuals have been safely positioned or removed from the area.

(3) Verify that the controls are in the off position.

(4) Remove the locks, tags and lockout devices from the electrical breaker in the elevator equipment room.

(5) Stand to the side with your back to the breaker. Move the handle up to the on position to re-energize the pendant for the stage and elevator.

(6) Return to the stage and notify those in the area that the stage will be moving.

(7) Use the pendant to test that the stage and elevator will operate as designed.

(8) Notify those listed in Section C1 of this procedure that work has been completed and the stage and elevator is ready for use.

Prepared by: HCH Staff and RMS