



Lockout Procedure - Judy Bayley Theatre Stage Lift January 14, 2022

A. General

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

It shall be used for the following:

- (1) Assist employees safely perform work on the JBT stage lift.
- (2) Account for work on/near the stage and below the stage lift commonly known as "the pit."
- (3) Coordinate the lockout of the JBT stage lift with the elevator technician.
- (4) Ensure that the stage lift is isolated from all potentially hazardous energy.
- (5) Lock out of electrical breaker before employees perform any servicing or maintenance, where the unexpected start-up and movement of the stage lift 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.

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

- (1) Theatre Technical Director.
- (2) Scene Shop Supervisor.
- (3) PAC Staff
- (4) Costume Shop Manager

All employees, upon observing that the stage lift is locked out, shall not attempt to start, energize, or operate the stage lift pendant control.

C. Sequence of Lockout - Authorized Employee

- (1) Notify the individuals listed below that servicing or maintenance is required on/or below the stage and lift and that the equipment must be shut down and locked out.
 - a. Those working in the area
 - b. David Shouse, Technical Director
 - c. Daniel Ware, Scene Shop Supervisor

- (2) Identify the location, type and magnitude of the energy (electricity) used by stage lift. Understand the hazards associated with electricity and the methods to control it.

The following apply to the stage lift:

Electrical Energy Hazard – 240 volts, 3 phase power

- (3) While on the stage, check for stage clearance and access.
 - (4) Place barriers on stage to warn others of stage movement.
 - (5) Check the stage lift for proper operation by:
 - a. Accessing the pendant below the cover on the stage floor.
 - b. Slightly lower then raise the stage to its original position.
- Note:** The pendant runs both the electrical and hydraulic features of the stage lift.
- (6) Shut down the stage lift by depressing the stop button on the pendant and stow pendant in receptacle on stage.
 - (7) In Room 15, locate the electrical breaker for the stage lift.
 - (8) Standing with your back to the breaker and reaching to the side, pull the breaker handle down to the “off” position.
 - (9) Apply lock, tag and lockout device (if more than one person will be working on the stage lift) to the electrical breaker handle.
 - (10) Verify the equipment is disconnected from the energy source by:

- a. Checking that no personnel are exposed on or below the stage.
- b. Using the pendant attempt to raise or lower the stage.
- c. The result should be no movement detected on the stage.

If movement does occur, immediately stop the operation and contact the scene shop supervisor for direction.

- d. Returning operating controls to the “off” position.

(11) The stage lift is now locked out and work may be performed safely.

Note: if work is needed on the hydraulic system, contact the elevator service provider, who will install bracing to prevent movement.

D. Restoration of Equipment to Service – Authorized Employee

After having completed the necessary servicing or maintenance and the stage is to be returned to the normal operating condition.

- (1) Check the work area to ensure there are no obstructions to stage movement and that all employees have been safely positioned away from this section of the stage.
- (2) Check the area around and below the stage to ensure that nonessential items have been removed and that stage and lift components are operationally intact.
- (3) Verify that the controls are in the “off” position.
- (4) Remove the locks, tags and lockout devices from the electrical breaker in Room 15.
- (5) Stand to the side with your back to the breaker. Move the handle up to the “on” position to re-energize the stage lift.
- (6) Return to the stage and notify staff the stage will be moving.
- (7) Use the pendant to test that the stage lift will operate as designed.
- (8) Remove barriers and notify those listed in Section C1 of this procedure, that work has been completed and the stage and lift is ready for use.

End of Procedure

Prepared by: JBT Staff & RMS