



Lockout Procedure - TMC Ice Machine/Walk-In Box September 2017

A. General

This procedure establishes the minimum requirements for the lockout of energy isolating devices whenever maintenance or servicing is done on the ice machine or walk in box cooler/freezer.

This procedure shall be used to:

- (1) Account for other work occurring in the vicinity of the equipment specified in this procedure.
- (2) Assist employees safely perform work on this equipment.
- (3) Coordinate the lockout of the equipment with the owners/users of this equipment.
- (4) Ensure that the equipment is isolated from all potentially hazardous energy prior to performing servicing or maintenance.

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) HVAC Technicians
- (2) Electricians

All employees, upon observing that this equipment is locked out shall not attempt to operate any switches or controls.

C. Procedural Sequence – Authorized Employee

- (1) Notify the following:
 - a) Electrician Supervisor

- b) HVAC Supervisor
 - c) Supervisor of the area where the equipment is to be locked out
 - d) Those working in the area
- (2) Explain that servicing or maintenance is required on the equipment and that the equipment must be shut down and locked out.
- (3) Identify the location, type and magnitude of the energy used by the equipment.
- (4) Understand the hazards associated with electricity and how to control it. The following apply to this equipment:

Electrical Energy Hazard – 208/230 v, 3 phase power (controlled by breakers)

- (5) Check the equipment for proper operation, if this is possible.
- (6) Shut down the equipment by using the normal stopping procedure.
- (7) Go to the electrical panel in the room that provides power to the equipment.
- (8) Open the panel door and standing with your back to the breaker and reaching to the side, turn off the breakers to the equipment.
- (9) Apply lockout devices and locks to the breakers that were just turned off.
- (10) Return to the equipment to ensure that the equipment is disconnected from the energy source by:
- a) Verifying no one is exposed.
 - b) Checking the ice machine with volt meter to ground.

Caution: Return operating control(s) to the neutral or “off” position after verifying that the energy source is isolated. The equipment is now locked out.

- (11) Those servicing the equipment may now safely work on the equipment.

D. Restoring Equipment to Service – Authorized Employee

When authorized employees have completed the necessary servicing or maintenance and the equipment is to be returned to normal operating condition, do the following:

- (1) Check the area in/around the equipment to ensure that all items not required for the normal operation have been removed and equipment components are operationally intact.
- (2) Check the work area to ensure that all individuals have been safely positioned away from the equipment.
- (3) Verify that the equipment controls are in the "off" position.
- (4) Go to the electrical panel in the room that provides power to the equipment.
- (5) Open the panel door and removed the locks and lockout devices from the breakers for this equipment.
- (6) Standing with your back to the breaker and reaching to the side, turn on the breakers to the equipment.
- (7) Return to the equipment and start it.
- (8) Observe equipment in operation and listen for abnormal sounds after startup.
- (9) If problems are identified, notify supervisor identify/implement the steps to resolve the problem.
- 10) If no problems are identified, notify those listed in section C1 of this procedure that work has been completed and the equipment has returned to normal operation.

Prepared by TMC Maintenance