PRAIRIE HVAC HAZARDOUS ENERGY LOCK AND TAG PROCEDURE

1) Alert the operator and other users of the system to be shut down. If the equipment is running, shut it down using normal shut-down procedures.

2) Locate the proper energy isolating device(s) for energy source(s) of the system to be shut down (switch, valve, etc.)

3) Operate or locate the energy isolating device(s) into the “OFF” position so that the equipment is isolated from the energy source(s).

4) Using the proper lockout device(s), secure the energy isolating device(s) in the “OFF” position.

5) Attempt to physically operate the energy isolating device. Make sure that the lockout device cannot be bypassed.

6) Potential/stored energy within the system must be dissipated or restrained. If the source of energy being controlled is fluid, air, gas, or steam, bleed the line between the energy isolating device and the equipment being worked on.

7) After ensuring that no personnel are exposed to danger through an accidental startup check that the energy isolating device is effectively “OFF” by pressing the equipment’s “START” push-button. TRY TO ACTUALLY START THE EQUIPMENT. Return the control to the “OFF” or “NEUTRAL” position.

8) If the work to be performed involves interface with the electrical components of the equipment, a qualified electrician shall test the circuits to ensure that the current is actually off and that all capacitor-stored energy has been dissipated.

9) Upon completion of the task, and/or before leaving the plant, the associate must remove his or her lockout device. If the work is to be continued by another person, the incoming associate must lockout the equipment. Upon completion of the task, the following steps must be followed for the proper removal of the lockout device(s), to ensure a safe start-up.

a) Inspect the work area to ensure all nonessential items have been removed, and that the equipment and machinery are intact.
b) Check the work area to ensure that all persons have been safely positioned or removed from a danger zone.
c) Notify the operator and other users that the lockout device(s) are being removed.

d) Remove the lockout device(s). Return Energy Isolating Device to proper position. They shall only be removed by the person who installed them.

Group Lockout:

Several methods of group lockout will provide the required protection, all of which require the use of a group lockout device. Group lockout device is defined as; device capable of accepting several lockout devices and designed to hold an energy isolating device in safe position until all of the attached lockout devices have been removed. The most common group lockout device is the multiple lock hasp, usually capable of accommodating six (6) personal lockout devices.

When using the multiple lock hasp, all persons involved with the work performed should follow the Prairie HVAC specific lockout procedures previously mentioned and verify the position of the specific energy isolating device before attaching their own personal lockout device to the multiple lock hasp.

When it is necessary to lockout more than one energy source and/or piece of equipment it is standard procedure to use a group lockout device.

Visitors and Non-Prairie HVAC Employees Lockout Guidelines:

This procedure establishes the minimum requirements for the protection of VISITING Prairie HVAC employees and facilities, as well as Non-Prairie HVAC employees (contractors, vendors, etc.) The following guidelines should be followed when working with any Non-Prairie HVAC employees or VISITING Prairie HVAC employees who perform construction, maintenance, service or demolition work on Prairie HVAC work sites.

Prior to beginning any service, it is the responsibility of management to meet with the non-Prairie HVAC employee or visiting Prairie HVAC employee and review the following:

- Prairie HVAC Policy and Procedure for the Isolation and Lockout of Hazardous Energy
- Procedure for Removal of Lockout and Energy Isolating Devices
- Group Lockout Procedure
- Use of Tagout Devices