A. General

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

It shall be used for two reasons:

(1) To ensure that the machine or equipment is stopped and isolated from all potentially hazardous energy.

(2) The machine is locked out before employees perform any servicing or maintenance, where the unexpected energization or start-up of the machine or equipment, or the release of stored energy, could cause injury.

B. Compliance with This Program

All TMC employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout. Authorized employees are required to perform lockout in accordance with this procedure. Authorized employees in this case are the electricians and HVAC technicians. All employees upon observing that the air handler return fan is locked out shall not attempt to start, energize, or use it.

C. Procedural Sequence to Control Hazardous Energy – Authorized Employee

(1) Notification: Notify those working in the area, the electrician supervisor and HVAC supervisor that servicing or maintenance is required on the air handler return fan and that it must be shut down prior to lockout.

(2) Identification: Identify the type and magnitude of the energy. Understand the hazards and know the methods used to control the energy. The following apply to the air handler return fan:

   i. Electrical Energy Hazard – 480 volt power
   ii. Mechanical Energy Hazard – air generated movement of the pulley, shaft and belt.

(3) Check the air handler return fan for proper operation, if possible.

(4) Shut down the air handler return fan by calling the HVAC BMS Dept.

(5) Deactivate the electrical energy by turning off the power disconnect located in the room.

(6) Lockout and tagout the electrical energy isolating device with assigned individual locks/tags.
Lockout/Tagout Procedure
TMC Ice Machine

(7) Ensure that the equipment is disconnected from the energy source by:
   i. Verifying no one is exposed.
   ii. Checking fan motor with volt meter to ground.

(8) Wedge fan shaft by placing a rubber block between the shaft and the frame to prevent rotation.

(9) Those servicing the air handler return fan may now safely work on the equipment to perform job assignment.

D. Restoring Equipment to Service – Authorized Employee

Perform the following steps when work on the air handler return fan has been completed and the equipment is to be returned to normal operating condition:

(1) Check the area around and below the air handler return fan. Make sure that nonessential items have been removed and that equipment components are operationally intact.

(2) Check the work area to ensure that all employees are safety positioned or removed from the area.

(3) Verify that the HOA are in the “neutral” position.

(4) Remove locks, tags, and lockout devices.

(5) Remove all wedges used on the air handler return fan shaft.

(6) At disconnect, re-energize the air handler return fan.

(7) Notify HVAC BMS that the unit is ready to be put back in service.

End of Procedure

Prepared by TMC Maintenance