Lockout/Tagout Procedure
Judy Bayley Theatre (JBT)
Stage and Elevator
October 2016

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 and elevator.

It shall be used for the following:

1. Assist employees safely perform work on the JBT stage and elevator.
2. Account for work on/near the stage and below the stage elevator commonly known as ‘the pit.”
3. Coordinate the lockout of the JBT 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 or maintenance, where the unexpected start-up and movement of the stage and elevator 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.
All employees, upon observing that the stage and elevator is locked out, shall not attempt to start, energize, or operate the stage and elevator 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 elevator and that the equipment must be shut down and locked out.

   a. Those working in the area
   b. Brian Smallwood, Technical Director, 895-1177
   c. Daniel Ware, Scene Shop Supervisor, 895-3849
   d. Elevator service provider

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

The following apply to the stage and elevator:

**Electrical Energy Hazard – 240 volt, 3 phase power**

(3) Check the stage and elevator 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 and elevator.

(4) Shut down the stage and elevator by depressing the stop button on the pendant.

(5) While on the stage, check for stage clearance and access.

(6) Place barriers on stage to warn others of stage movement.
(7) Go to the wall switch located outside the pit. Move the wall switch to the “stop position” to deactivate the pendant control.

(8) In room B-15, locate the main line electrical breaker for the elevator.

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

(10) Apply lock, tag and lockout device (if more than one person will be working on the stage elevator) to the electrical breaker handle.

(11) Verify the equipment is disconnected from the energy source by:

a. Check that no personnel are exposed.

b. Using the pendant, raise or lower the stage.

c. The result should be no movement detected on the stage or elevator.

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

d. Returning operating controls to the off position.

(12) The stage and elevator 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.

D. **Restoration of Equipment to Service – Authorized Employee**

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

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

(2) Check the work area to ensure there are no obstructions for clearances and that all employees 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 main line electrical breaker in room B 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 and elevator.

(6) Turn the wall switch outside the pit to the “on” position.

(7) Check for under stage clearance.

(8) Return to the stage and notify staff the stage will be moving.

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

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

End of Procedure
Prepared by Risk Management and Safety