Lockout/Tagout Procedure  
Motor Controllers  
October 2016

A. **General**

This procedure has been developed to assist anyone performing work on motor controllers or equipment activated by them. The primary hazard when working on this type of equipment is two or more power sources which need to be secured.

B. **Compliance With This Program**

All employees who work on motor controllers or perform lockout of switches and breakers providing power to the motor controllers are required to comply with the restrictions and limitations imposed during the use of lockout.

**Authorized personnel** are required to perform lockout in accordance with this procedure. Authorized personnel in this case are electricians and HVAC technicians who have authority to turn off switches/breakers and lockout.

C. **Sequence of Lockout – Authorized Employee**

1. Notify the individuals listed below that work will be performed on the motor controller and that the equipment must be shut down and locked out.
   
   a. Those working in the area
   b. Electrical department supervisor
   c. HVAC department supervisor

2. Identify the location, type and magnitude of electricity used by motor controllers. Understand the hazards associated with this electricity and the methods to control it.

   The following apply to the motor controllers:

   **Electrical Hazard – Lockout (480 volt, 3 phase power)**
   **Electrical Hazard – Lockout (277 volt power)**

3. Identify the panel and circuit breakers which provides power to the motor controller. For the Thomas & Mack (TMC), access the control panel in the IDF Room for the quad in which the concession stand is located.
(4) De-activate power by turning the breaker(s) for the control voltage (277v) and line/load voltage (480v, 3 phase) to the off position.

(5) Apply lockout device, lock, and tag to the circuit breaker(s) turned off.

(6) Using a volt meter, check phase to ground and phase to phase to verify there is no power going out to the motor controller.

(7) At the motor controller, move the “Hand– Off – Auto” (HOA) to the “neutral” or “off” position.

(8) Move the disconnect at the motor controller to the “off” position and check using a volt meter to verify there is no power showing.

The motor controller is now considered locked out. Anyone who is required to work on the motor controller may do so safely.

D. Restoration of Equipment to Service

When work on the motor controller has been completed and the motor controller is to be returned to normal operational condition, the authorized employee shall perform the following:

(1) Check area around and below motor controller to ensure that nonessential items have been removed and that all components are operationally intact.

(2) Check the work area to ensure that all employees have been safely positioned or removed from the area.

(3) Verify that the disconnect at the motor controller is in the “off” position and the (HOA) are in the “neutral” or “off” position.

(4) Remove the locks, tags, and lockout devices from the circuit breaker(s) in the IDF Room.

(5) Re-energize the motor controller by turning the disconnect to the “on” position.

(6) Moving the HOA to the “Hand” or “Auto” position.

(7) Inform personnel in the area. Test the exhaust van by turning on to ensure proper operation.
(8) Notify affected employees (reference C (1)) that the work is complete and the equipment is ready for use.

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