

LOCKOUT-TAGOUT PROCEDURE		VA		 U.S. Department of Veterans Affairs		Developed by	Reviewed by	Revised by
						DW		
Equipment Name: Elevator P1 (942058)				Equip. Ref.: 538 EE4594				
Building: 1		Area: Attic		Rev'n: 0	Date: 8-7-2024	Origin Date: 8-7-2024		
1		Isolation Points to be Locked and Tagged		CAUTION				
								
ALWAYS PERFORM A MACHINE STOP BEFORE LOCKING OUT DISCONNECTS								
ID	Source	Device	Location	Method		Check		
G-1	Gravity	None	Isolation point located on unit.	Lower unit to bottom level.		Visually verify unit is at bottom level.		
E-1	Electrical 208V	Breaker device	Isolation point located in elevator equipment room.	Switch breaker switch to off. Lock out.		Confirm 0 voltage with meter. Attempt restart at CP-1.		
E-2	Electrical 120V	Breaker device	Isolation point located in elevator equipment room.	Switch breaker switch to off. Lock out.		Confirm 0 voltage with meter. Verify cab electronics are off.		
! Note:								
 AN OPEN GUARD IS NOT THE SAME AS A LOCKOUT Any machine modifications must be shown in procedure. Contact safety department to update procedure. 								
Safety Depends on You!								

Equipment Specific Lockout/Tagout Procedure

29 CFR 1910.147

Shutdown and Lockout Sequence

Purpose: To protect authorized employees against unexpected or unplanned activation of equipment or energy while servicing equipment. If you are not an Authorized Employee, do not attempt to use this procedure or perform any servicing and/or maintenance on machines and/or equipment.

Scope: Utilize this procedure for all scheduled PM shutdowns, any maintenance task that required you to place your body in harm's way of the equipment, or if you have to leave the area while the equipment is being serviced.

Enforcement: Failure to properly follow lockout-tagout procedures may result in disciplinary action.

No.	Step	Shutdown and Lockout Procedure
1	Notify	Notify all affected employees of the operation status of the machine or equipment and that lockout or tagout devices will be applied or removed. Notify both before lockout/tagout is applied and after it is removed.
2	Review Equipment-Specific Procedure	Before the machine is turned off, understand the type and magnitude of the energy, the hazards of the energy to be controlled, and the method or means to control the energy. If you are unsure of any of this, DO NOT PROCEED , contact the safety department.
3	Stop Machine	Shut down the machine or equipment using the procedures established for the machine or equipment. An orderly shutdown must be utilized to avoid any additional or increased hazard(s) to employees as a result of the equipment stoppage.
4	Isolate Energy Source	All energy isolating devices that are needed to control the energy to the machine or equipment shall be physically located, identified, and operated in such a manner as to isolate the machine or equipment from the energy source(s) . Lock devices in the order as listed.
5	Lockout Energy Source	Affix lockout or tagout devices to each energy isolating device. Only perform this step if you are an authorized employee. As much as possible, ensure that the lockout device is visible and not obstructed.
6	Dissipate Stored Energy	Following the application of lockout or tagout devices to energy isolating devices, all potentially hazardous stored or residual energy shall be relieved , disconnected, restrained, and otherwise rendered safe.
7	Test (Attempt Restart)	Prior to starting work on machines or equipment that have been locked out or tagged out, verify that isolation and de-energization of the machine or equipment have been accomplished. When attempting restart, ensure the lockout point is the only means of energy isolation.

No.	Step	Restoration to Normal Operation
1	Inspect Area	Inspect the work area to ensure that nonessential items, such as tools and parts, have been removed and to ensure that machine or equipment components are operationally intact. This includes replacement of guards and interlocks.
2	Clear Personnel	Check the work area to ensure that all employees have been safely positioned or removed.
3	Verify Controls	Ensure that machine or equipment operation controls are not in an "engaged" position.
4	Remove Lockout and Re-energize	In reverse order, remove the lockout device from the machine or equipment ONLY IF YOU ARE THE ONE WHO PUT IT ON. If the employee who applied the lockout device is not available, DO NOT REMOVE IT , contact the safety department.
5	Notify Affected Employees	After lockout or tagout devices have been removed and before a machine or equipment is started, notify affected employees that the lockout or tagout device(s) have been removed.