

# LOCKOUT/TAGOUT PROCEDURES

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Building: Northland Location: East Grand Forks

Authorized Employee: Bryan Berger Date Reviewed: June 2016

**Type of Equipment: AHU**

Energy Type and Magnitude: **Electric over Pneumatic, and entanglement Hazards**

Number of Energy Sources: **3**

Air Handling Unit	Shut off Point
AHU 1 Room 212	Locate MCC Panel HDP-2 and Lock out breaker labeled AHU-1
AHU 2 Room 212	Locate MCC Panel HDP-2 and Lock out breaker labeled AHU-2
AHU 3 Room 212	Locate MCC Panel HDP-2 and Lock out breaker labeled AHU-3
AHU-3 in Room 510B	Locate MCC Panel in Parts Room and turn off Breaker labeled AHU-3
AHU-4 in Room 510B	Locate MCC Panel in Parts Room and turn off Breaker labeled AHU-4
HV-4 Truck Shop	Locate in Room #65 MCC Panel and turn off Breaker labeled HV-4 and shut off breaker and apply LOTO Equipment.
HV-3 Welding	Locate in Room #65 MCC Panel and turn off Breaker labeled HV-3 and shut off breaker and apply LOTO Equipment.
HV-1 located in Parts Room	Locate in Room #65 MCC Panel and turn off Breaker labeled HV-1 and shut off breaker and apply LOTO Equipment.
HV-2 Farm Engine	Locate in Room #65 MCC Panel and turn off Breaker labeled HV-2 and shut off breaker and apply LOTO Equipment.
AHU-10 located in Room 544	Located control panel located on the unit and turn off switch located on the bottom of the control panel and apply LOTO equipment and apply Lock.
AHU-9 located in Room 544	Located control panel located on the unit and turn off switch located on the bottom of the control panel and apply LOTO equipment and apply Lock.
HV-6 In Automotive	Located Breaker labeled AC Unit #1 and apply LOTO equipment and apply Lock.
AHU-1 in Room 309A	Located control panel located on the unit and turn off switch located on the bottom

	of the control panel and apply LOTO equipment and apply Lock.
AHU-8 in Room 342	Locate control switch and turn master switch located under the control panel and apply LOTO equipment to the switch and apply Lock.
ACU-2D in Room 252	Located control panel located on the unit and turn off switch located on the bottom of the control panel and apply LOTO equipment and apply Lock.
FireTec AHU	Locate electrical Disconnect located at the east end of the AHU and lock out.

Step 3: Isolation and Dissipation or Restraint. Operate switch, valve, or isolating device to ensure stored energy has been dissipated.

Energy Source 1:  
Specify location of device and how to dissipate stored energy  
Energy Source 2:  
Specify location of device and how to dissipate stored energy  
Energy Source 3:  
Specify location of device and how to dissipate stored energy

See Above List for Locking out unit
Allow AHU to come to a complete stop to ensure it is safe to work on.
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Date Reviewed: June 15, 2016

## Type of Equipment: Air Compressor

Energy Type and Magnitude: **Electric, Compressed Air**

Number of Energy Sources: **2**

Air Compressor in Maintenance & Ground Shop	Locate shut off located on wall next to the compressor and apply LOTO equipment.
Air Compressor located in Room 309A	In Room 309A located disconnect labeled CVS 1-2 and shutdown the equipment and apply LOTO equipment and apply Lock.
Air Compressor located in Room 544	In Room 544 located disconnect next to Compressor and shutdown the equipment and apply LOTO equipment and apply Lock.
Fire Tec Air Compressor	In Room 713 in Panel LP1, Shut off Breaker 1,3,5 and lockout the breakers

Step 3: Isolation and Dissipation or Restraint. Operate switch, valve, or isolating device to ensure stored energy has been dissipated.

Energy Source 1:  
Specify location of device and how to dissipate stored energy

**Locate shut off located on wall next to the compressor and apply LOTO equipment.**

Energy Source 2:  
Specify location of device and how to dissipate stored energy

Find relief valve and dissipate compressed air from unit.

Energy Source 3:  
Specify location of device and how to dissipate stored energy

# LOCKOUT/TAGOUT PROCEDURES

Building: Northland

Location: East Grand Forks

Authorized Employee: Bryan Berger

Date Reviewed: June 15, 2016

**Type of Equipment: Clinical Air Compressor located in Room 309A**

**Energy Type and Magnitude:** **Electric, Compressed Air**

**Number of Energy Sources:**

**2**

## Lockout Steps:

Step 1:  
Notify employees of intent to lockout equipment and for what purpose.

Step 2:  
Shut down equipment. Specify where controls are & how to shut down:

**Inform Maintenance Staff and Instructors**

**In Room 309A located disconnect labeled CVS 1-2 and shutdown the equipment and apply LOTO equipment and apply Lock.**

**Clinical Air Compressor located in Room 309A**

## Lockout Steps:

Step 1:  
Notify employees of intent to lockout equipment and for what purpose.

Step 2:  
Shut down equipment. Specify where controls are & how to shut down:

**Inform Maintenance Staff and Instructors**

**In Room 309A located disconnect labeled CAC 1-2 and shutdown the equipment and apply LOTO equipment and apply Lock.**

Step 3: Isolation and Dissipation or Restraint. Operate switch, valve, or isolating device to ensure stored energy has been dissipated.

Energy Source 1:  
Specify location of device and how to dissipate stored energy

**In Room 309A located disconnect labeled CVS 1-2 and shutdown the equipment and apply LOTO equipment and apply Lock.**

Energy Source 2:  
Specify location of device and how to dissipate stored energy

Find relief valve and dissipate compressed air from unit.

Energy Source 3:  
Specify location of device and how to dissipate stored energy

# LOCKOUT/TAGOUT PROCEDURES

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Building: Northland    Location: East Grand Forks

Authorized Employee: Bryan Berger    Date Reviewed: June 15, 2016

**Type of Equipment: Chiller Unit located next to Generator**

**Energy Type and Magnitude:** Electric, Cold, and Pneumatic

**Number of Energy Sources:** 3

## Lockout Steps:

Step 1:  
Notify employees of intent to lockout equipment and for what purpose.

**Inform Maintenance Staff and Instructors**

Step 2:  
Shut down equipment. Specify where controls are & how to shut down:

**Located control panel located on the unit and turn off switch located on the unit and apply LOTO equipment and apply Lock.**

Step 3: Isolation and Dissipation or Restraint. Operate switch, valve, or isolating device to ensure stored energy has been dissipated.

Energy Source 1:  
Specify location of device and how to dissipate stored energy

**Located control panel located on the unit and turn off switch located on the unit and apply LOTO equipment and apply Lock.**

Energy Source 2:  
Specify location of device and how to dissipate stored energy

Allow Chiller to come to a complete stop to ensure it is safe to work on.

Energy Source 3:  
Specify location of device and how to dissipate stored energy

Allow Chiller to come to a warm up to ensure it is safe to work on.

# LOCKOUT/TAGOUT PROCEDURES

Building: Northland

Location: East Grand Forks

Authorized Employee: Bryan Berger

Date Reviewed: June 15, 2016

## Type of Equipment: Boiler #1 FireTec Building

Energy Type and Magnitude:

Electric, Hazardous Atmosphere, Heat

Number of Energy Sources:

3

### Boiler #1 FireTec Building

#### Lockout Steps:

Step 1:  
Notify employees of intent to lockout equipment and for what purpose.

Step 2:  
Shut down equipment. Specify where controls are & how to shut down:

**Inform Maintenance Staff and Instructors**

Located switches on the front of the boilers and turn off and go to Panel HB1 and turn off breaker numbered 1,3,5 and lockout, fuel pumps and lockout Breakers #1 & #2 in panel located across from the boilers, then Lockout the Natural Gas line located between the boilers.

Step 3: Isolation and Dissipation or Restraint. Operate switch, valve, or isolating device to ensure stored energy has been dissipated.

Energy Source 1:  
Specify location of device and how to dissipate stored energy

Located switches on the front of the boilers and turn off and go to Panel HB1 and turn off breaker numbered 1,3,5 and lockout, fuel pumps and lockout Breakers #1 & #2 in panel located across from the boilers, then Lockout the Natural Gas line located between the boilers. apply Lock.

### Boiler #2 FireTec Building

#### Lockout Steps:

Step 1:  
Notify employees of intent to lockout equipment and for what purpose.

Step 2:  
Shut down equipment. Specify where controls are & how to shut down:

**Inform Maintenance Staff and Instructors**

Located switches on the front of the boilers and turn off and go to Panel HB1 and turn off breaker numbered 2,4,6 and lockout, fuel pumps and lockout Breakers #1 & #2 in panel located across from the boilers, then Lockout the Natural Gas line located between the boilers.

Step 3: Isolation and Dissipation or Restraint. Operate switch, valve, or isolating device to ensure stored energy has been dissipated.

Energy Source 1:  
Specify location of device and how to dissipate stored energy

Located switches on the front of the boilers and turn off and go to Panel HB1 and turn off breaker numbered 2,4,6 and lockout, fuel pumps and lockout Breakers #1 & #2 in panel located across from the boilers, then Lockout the Natural Gas line located between the boilers. apply Lock.

Energy Source 2:  
Specify location of device and how to dissipate stored energy

Allow Boiler to come to a cool down to ensure it is safe to work on.

Energy Source 3:  
Specify location of device and how to dissipate stored energy

Allow all fuel to dissipate to ensure it is safe to work on.

# LOCKOUT/TAGOUT PROCEDURES

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Building: Northland

Location: East Grand Forks

Authorized Employee: Bryan Berger

Date Reviewed: June 15, 2016

## Type of Equipment: Boiler #3 in Firetech Building

Energy Type and Magnitude:

Electric, Heat

Number of Energy Sources:

2

### Lockout Steps:

Step 1:  
Notify employees of intent to lockout equipment and for what purpose.

**Inform Maintenance Staff and Instructors**

Step 2:  
Shut down equipment. Specify where controls are & how to shut down:

**Turn off switched located on the front of the Boiler and go to Panel LB1 and shut off breaker #14 then apply LOTO equipment.**

Step 3: Isolation and Dissipation or Restraint. Operate switch, valve, or isolating device to ensure stored energy has been dissipated.

Energy Source 1:  
Specify location of device and how to dissipate stored energy

**Turn off switched located on the front of the Boiler and go to Panel LB1 and shut off breaker #14 then apply LOTO equipment.**

Energy Source 2:  
Specify location of device and how to dissipate stored energy

Allow Boiler to cool down to ensure it is safe to work on.

Energy Source 3:  
Specify location of device and how to dissipate stored energy

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# LOCKOUT/TAGOUT PROCEDURES

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Building: Northland

Location: East Grand Forks

Authorized Employee: Bryan Berger

Date Reviewed: June 15, 2016

## Type of Equipment: Garbage Disposal #1 in Room 501

Energy Type and Magnitude:

Electric, Entanglement

Number of Energy Sources:

2

### Lockout Steps:

Step 1:

Notify employees of intent to lockout equipment and for what purpose.

**Inform Maintenance Staff and Instructors**

Step 2:

Shut down equipment. Specify where controls are & how to shut down:

**Turn off switched located in Panel L-9 and shut off breaker #13 & #15 then apply LOTO equipment.**

## Garbage Disposal #2 in Room 501

### Lockout Steps:

Step 1:

Notify employees of intent to lockout equipment and for what purpose.

**Inform Maintenance Staff and Instructors**

Step 2:

Shut down equipment. Specify where controls are & how to shut down:

**Turn off switched located in Panel L-9 and shut off breaker #19 & #21 then apply LOTO equipment.**

Step 3: Isolation and Dissipation or Restraint. Operate switch, valve, or isolating device to ensure stored energy has been dissipated.

Energy Source 1:

Specify location of device and how to dissipate stored energy

**Turn off switched located in Panel L-9 and shut off breaker #13 & #15 then apply LOTO equipment.**

Energy Source 2:

Specify location of device and how to dissipate stored energy

Make sure has come to a complete stop to ensure safely working on unit..

Energy Source 3:

Specify location of device and how to dissipate stored energy

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# LOCKOUT/TAGOUT PROCEDURES

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Building: Northland

Location: East Grand Forks

Authorized Employee: Bryan Berger

Date Reviewed: June 15, 2016

**Type of Equipment: Dish Washer Located in Room 501**

**Energy Type and Magnitude:**

**Electric, Heat**

**Number of Energy Sources:**

**2**

## **Lockout Steps:**

Step 1:  
Notify employees of intent to lockout equipment and for what purpose.

**Inform Maintenance Staff and Instructors**

Step 2:  
Shut down equipment. Specify where controls are & how to shut down:

**Turn off switched located in Panel LB1 and shut off breaker #7 then apply LOTO equipment.**

Step 3: Isolation and Dissipation or Restraint. Operate switch, valve, or isolating device to ensure stored energy has been dissipated.

Energy Source 1:  
Specify location of device and how to dissipate stored energy

**Turn off switched located in Panel LB1 and shut off breaker #7 then apply LOTO equipment.**

Energy Source 2:  
Specify location of device and how to dissipate stored energy

Allow dishwasher to cool down to ensure it is safe to work on.

Energy Source 3:  
Specify location of device and how to dissipate stored energy

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