

# Section 7

## LOCKOUT AND TAGOUT

### General Requirements

The procedures outlined below are intended to prevent injury or death to employees by requiring certain procedures be taken before working on equipment. Unless it is not feasible (i.e., inspecting, troubleshooting, observing, etc.), employees shall not perform any work on equipment where there is a potential to be exposed to energized mechanical or electrical hazards until all sources of energy have been de-energized, grounded or guarded.

Equipment variations require the mechanic to know what car controls are available and operating; the mechanic must know what safety methods will be employed to gain control of the car. Never access the hoistway unless you have control of the car.

All forms of potential energy including electrical, mechanical, hydraulic, pneumatic, kinetic, gravity, etc. shall be controlled to prevent inadvertent movement of a unit or piece of equipment being worked on.

### 7.1 Procedures

- (a) Understand the equipment; be aware of its potential hazards. If it is not understood, or if you have a question, contact your Superintendent/Manager immediately before proceeding.
- (b) Where the accidental starting of the equipment would create a hazard – deactivate mainline disconnect switch to shut off the power. **CAUTION:** Do not stand directly in front of the mainline disconnect when operating (**stand off to the side of the disconnect**). Each employee shall apply to the disconnect switch a personal lock and a “Do Not Start” tag with the employee’s name (Section 5.3).