



Lockout/Tagout Procedure -  
TMC Air Handler/Return Fan  
July 2024

A. General

This procedure establishes the minimum requirements for the lockout of energy isolating devices whenever maintenance or servicing is done on machines or equipment.

It shall be used for two reasons:

- (1) To ensure that the machine or equipment is stopped and isolated from all potentially hazardous energy.
- (2) The machine is locked out before employees perform any servicing or maintenance, where the unexpected energization or start-up of the machine or equipment, or the release of stored energy, could cause injury.

B. Compliance with This Program

All TMC employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout. Authorized employees are required to perform lockout in accordance with this procedure.

Authorized employees in this case are the TMC electricians and HVAC technicians. All employees upon observing that the air handler supply/return fans are locked out shall not attempt to start, energize, or use it.

C. Procedural Sequence— Authorized Employee

- (1) Notification: Notify those working in the area and the HVAC supervisor that servicing or maintenance is required on the air handler supply/return fans and that it must be shut down prior to lockout.
- (2) Identification: Identify the type and magnitude of the energy. Understand the hazards and know the methods used to control the energy. The following apply to the air handler supply/return fans:
  - i. Electrical Energy Hazard – line voltage
  - ii. Mechanical Energy Hazard – air generated movement of the pulley, shaft and belt.
- (3) Check the air handler supply/return fans for proper operation, if possible.



