



Lockout Procedure - Backup Generator

July 2024

A. General

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

It shall be used for the following reasons:

- (1) To ensure that the backup generator is stopped and isolated from the power source that enables it to operate.
- (2) To prevent the backup generator from being activated through the transfer switch due to a building power outage.
- (3) To assure a safe condition before employees perform servicing or maintenance on this equipment.

B. Compliance with This Program

All employees are required to comply with the restrictions and limitations imposed during the use of lockout and shall not attempt to remove locks/lockout devices or turn on breakers. Authorized employees will follow these procedures to ensure safe lockout of equipment.

Authorized employees:

- Night Shift employees

C. Procedural Sequence – Authorized Employee

- (1) Notify the following that the backup generator requires servicing/maintenance and will be shut down and locked out.
 - Maintenance employees working in the area
 - Building proctor/point of contact
 - Night Shift Supervisor
 - Public Safety (when generator is tied to the alarm panel)
- (2) Identify the location, type and magnitude of the power source; understand the hazards associated with its use and the methods to control it.



Power Source: Electrical, lead acid batteries (12 or 24 volt)

- (3) Press the emergency (stop) button on the control panel and verify that the generator control panel is in the “off” position.
- (4) Remove the negative cable from each battery set and lockout or turn battery isolation switch to off and apply lock to prevent power from being turned on.
- (5) Visually check the controls on the panel to ensure that the generator cannot be operated and is safely locked out.
- (6) The generator is now considered locked out and service/maintenance can be completed as needed.

D. Restoring Equipment to Service – Authorized Employee

After completing the necessary servicing/maintenance and the backup generator is to be returned to the normal operational condition, authorized employees will:

- (1) Check the area around the backup generator to ensure that nonessential items have been removed and that the backup generator is operationally intact.
- (2) Check that all employees have been safely positioned or removed from the area.
- (3) Verify that the emergency (stop) button on the control panel is in the “off” position.
- (4) Remove lock and lockout device, if used, from the battery cables or remove lock from the battery isolation switch and attach negative terminals to each battery set.
- (5) Pull out the emergency (stop) button on the control panel.
- (6) Visually check the controls on the panel to ensure that the generator is operable.
- (7) Notify those in section C (1) that the service/maintenance has been completed and a system test will be conducted (if possible) by normal operating procedures.
- (8) Verify that the generator is working properly and then shut down the generator.
- (9) Notify the individuals listed in section C1 that the test run has been completed and the equipment is in an operational condition.

Reviewed by Facilities & RMS