

I. OBJECTIVE

THE OBJECTIVE OF THE COLUMBUS DIVISION OF POWER LOCK-OUT-TAG-OUT PROCEDURE FOR STREET LIGHTING IS TO PROVIDE SAFE ELECTRICAL AND MECHANICAL CLEARANCE FOR ALL PERSONNEL PERFORMING WORK ON CITY OF COLUMBUS STREET LIGHTING FACILITIES. THIS PROCEDURE IS TO BE FOLLOWED BY ALL CONTRACTORS, SUPERVISORS, ENGINEERS OR EMPLOYEES WORKING ON OR NEAR THE DIVISION OF POWER STREET LIGHTING SYSTEM.

II. PROCESS

A. REQUEST FOR LOTO

A CONTRACTOR MUST REQUEST A LOTO FOR ANY STREET LIGHTING CIRCUIT IN WHICH HE IS GOING TO BE PERFORMING WORK. THIS REQUEST MUST BE MADE TO THE DIVISION OF POWER STREET LIGHTING ENGINEERING SECTION VIA TELEPHONE OR EMAIL. THIS REQUEST MUST INCLUDE THE PROJECT BOUNDARIES IN WHICH THE WORK IS TO BE COMPLETED. IT ALSO MUST INCLUDE A DRAWING NUMBER OR PLAN NUMBER CONTAINING THE SCOPE OF WORK, AND THE DETAILS OF CONSTRUCTION.

B. REQUEST FOR DISTRIBUTION CREW

COMPLETION OF A LOCK-OUT-TAG-OUT REQUIRES A DIVISION OF POWER DISTRIBUTION CREW. THE "CREW" IS REQUIRED TO UNLOCK THE STREET LIGHTING CONTROLLER, ENERGIZE THE CONTROLLER, VERIFY AMPERAGE AND VOLTAGE READINGS, AND RELEASE THE CONTROLLER TO THE CONTRACTOR. A REQUEST MUST BE MADE BY THE STREET LIGHTING SECTION EMPLOYEE TO THE DIVISION OF POWER DISTRIBUTION MANAGER TO SCHEDULE A CREW FOR THE LOTO. THIS REQUEST MUST ALSO COPY THE CONTRACTOR AND EITHER THE UNDERGROUND OR OVERHEAD SUPERVISOR AS APPROPRIATE. THIS REQUEST MUST BE MADE IN EMAIL FORM, AND CONTAIN THE FOLLOWING INFORMATION:

- 1) DATE AND TIME FOR THE LOTO
- 2) CIRCUIT NUMBER TO BE LOCKED OUT
- 3) CONTRACTOR COMPANY NAME
- 4) CONTRACTOR EMPLOYEE NAME AND TELEPHONE NUMBER
- 5) DRAWING/PLAN NUMBER (AS MENTIONED ABOVE)
- 6) DIVISION OF POWER ACTIVE WORK ORDER NUMBER FOR THE PROJECT.

A LOTO REQUEST FOR CREW REQUIRES A 48 HOUR ADVANCED NOTICE TO THE DISTRIBUTION MANAGER PRIOR TO THE DATE AND TIME THE LOTO IS NEEDED. A LOTO REQUEST WITH NOTICE LESS THAN 48 HOURS PRIOR IS CONSIDERED TO BE AN "EMERGENCY" LOTO, AND REQUIRES PRIOR APPROVAL FROM THE DISTRIBUTION MANAGER/ASSISTANT DISTRIBUTION MANAGER BEFORE THE OFFICIAL REQUEST BY EMAIL CAN BE MADE.

C. LOCK-OUT-TAG-OUT FIELD PROCESS

COMPLETION OF A LOTO IN THE FIELD REQUIRES THE PRESENCE OF THE CONTRACTOR REQUESTING THE LOTO, A DIVISION OF POWER DISTRIBUTION CREW, AND A STREET LIGHTING ENGINEERING EMPLOYEE. IF ONE OF THESE PARTIES NOT PRESENT, THE STREET LIGHTING CIRCUIT CANNOT BE TURNED OVER TO THE CONTRACTOR. ONCE ALL PARTIES ARE PRESENT AT THE STREET LIGHTING CONTROLLER, THE FOLLOWING PROCESS CAN BE COMPLETED.

1) DIVISION OF POWER LOCK REMOVAL

A DIVISION OF POWER "BLUE LOCK" IS INSTALLED ON ALL STREET LIGHTING CONTROLLERS FOR WHICH THE DIVISION OF POWER HAS CONTROL OF AT ANY GIVEN TIME. THIS LOCK CAN ONLY BE REMOVED BY A DIVISION OF POWER DISTRIBUTION CREW. IT IS NOT TO BE CUT BY A CONTRACTOR TO GAIN ACCESS TO THE CONTROLLER.

TO BEGIN THE LOTO PROCESS, THE DIVISION OF POWER DISTRIBUTION CREW REMOVES THE "BLUE LOCK" FROM THE CONTROLLER. ONCE THE LOCK IS "BLUE LOCK IS REMOVED, THE CREW WILL THEN ENERGIZE THE CONTROLLER.

2) INITIAL AMPERAGE/VOLTAGE READINGS

ONCE THE CONTROLLER HAS BEEN ENERGIZED, THE CREW WILL ALLOW THE CONTROLLER TO "HEAT UP" IN ORDER TO OBTAIN CONSISTENT AMPERAGE AND VOLTAGE READINGS. ONCE THE CONTROLLER HAS STABILIZED, THE CREW WILL TAKE THE INITIAL AMPERAGE AND VOLTAGE READINGS PRIOR TO TURNING THE CONTROLLER OVER TO THE CONTRACTOR. THIS CREATES A BASELINE FOR THOSE READINGS PRIOR TO ANY "NEW" WORK BEING DONE ON THE PARTICULAR STREET LIGHTING CIRCUIT.

3) DIVISION OF POWER CREW TURNS CONTROLLER OVER TO THE CONTRACTOR

AFTER THE CREW TAKES THE INITIAL AMPERAGE AND VOLTAGE READINGS, THE CREW WILL VISUALLY INSPECT THE CONTROLLER FOR ANY ISSUES THAT MAY WARRANT NOT COMPLETING THE LOTO. THIS COULD RANGE FROM FAULTY WIRING TO BLOWN FUSES TO FAULTY ELECTRICAL EQUIPMENT. THE CREW HAS THE RIGHT TO DENY TURNING THE CONTROLLER OVER TO THE CONTRACTOR BASED ON ANY ISSUES THAT MAY EXIST. ONCE THE CREW HAS VERIFIED THE CONTROLLER IS SAFE, AND ALL EQUIPMENT IS OPERATIONAL, THEY ARE TO ASK THE CONTRACTOR WHICH "POSITION" HE WOULD LIKE THE CONTROLLER TO BE PLACED IN. THE CONTRACTOR CAN CHOOSE "AUTO," "OFF," OR "HAND" BASED ON WHEN HE INTENDS TO WORK ON THE STREET LIGHTING CIRCUIT. IT IS THE CONTRACTOR'S RESPONSIBILITY TO PLACE THE CONTROLLER IN "AUTO" AT THE END OF EACH DAY SO THAT THE LIGHTING WILL BE OPERATIONAL DURING THE NIGHT TIME HOURS. ONCE IT IS PLACED IN "AUTO," IT REMAINS THERE UNTIL THE SELECTOR SWITCH INSIDE THE CONTROLLER IS CHANGED TO ANOTHER SETTING.

4) INSTALLATION OF A "CONTRACTOR LOCK."

ONCE THE CREW HAS COMPLETED THEIR READINGS, AND PLACED THE CONTROLLER IN THE POSITION CHOSEN BY THE CONTRACTOR, THEY WILL CLOSE THE DOOR TO THE CONTROLLER. AT THIS TIME, THE CONTRACTOR WILL INSTALL HIS LOCK AND INFORMATION TAG ON THE CONTROLLER HANDLE ASSEMBLY. THIS INDICATES THAT THE DIVISION OF POWER NO LONGER HAS CONTROL OF THE PARTICULAR STREET LIGHTING CIRCUIT. THE INFORMATION TAG MUST LOOK SIMILAR TO THE IMAGES BELOW, AND CONTAIN THE FOLLOWING INFORMATION:

- A. CONTRACTOR COMPANY NAME
- B. CONTRACTOR SUPERVISOR'S NAME
- C. CONTRACTOR SUPERVISOR'S TELEPHONE NUMBER

THE ABOVE ITEMS MUST BE CLEAR AND LEGIBLE ON THE INFORMATION TAG FOR THE ENTIRE TIME FAME THAT THE CONTRACTOR HAS THE CONTROLLER.

MIS-1	DEPARTMENT OF PUBLIC UTILITIES - DIVISION OF POWER CITY OF COLUMBUS, OHIO		
	STREET LIGHT LOCKOUT/TAGOUT (LOTO)		
	DRAWN BY: BEN	DATE: 1/1/2018	
	APPROVED: <i>Amy R. Wilf</i>		
SCALE: NONE	SHEET: 1 OF 2	1	

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