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Pascua Yaqui Tribe – Guadalupe Health Center Lockout/Tagout (LOTO) Program Manual
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Management Division

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Part I – Policy & Program

1.1 Purpose & Scope

This Lockout/Tagout (LOTO) Program establishes tribal-facility energy control requirements for all systems capable of generating or storing hazardous energy that could harm personnel after shutdown. It applies to electrical, mechanical, pneumatic, hydraulic, thermal, chemical, and gravitational energy sources across all Pascua Yaqui Tribe (PYT) medical and support facilities.

1.2 Policy Statement

The PYT Facilities & Safety Management Division is committed to exceeding OSHA 29 CFR 1910.147 and integrating NFPA 70E safe work practices appropriate to patient-care environments.

1.3 Definitions

Authorized Employee – Performs LOTO, verification, and documentation.

Affected Employee – Works near LOTO activities but does not apply locks/tags.

Energy-Isolating Device – Mechanical device that physically prevents energy transmission.

Zero Energy State – Condition in which all hazardous energy is relieved, disconnected, restrained, or otherwise rendered safe.

Verification – Testing for absence of energy before starting work.

1.4 Roles & Responsibilities

- **Authorized Employees:** Perform isolation, lockout, tagout, and verification.
- **Affected Employees:** Recognize and respect lockout devices; never operate tagged equipment.
- **Facility Safety Officer:** Maintains program documents, performs audits, and ensures corrective action.
- **Contractors:** Must comply with the PYT LOTO program and coordinate group lockout with PYT staff.
- **Environmental Health & Safety Authority:** Oversight and enforcement of LOTO compliance.

1.5 Energy Control Program

1. **Preparation & Notification**
2. **Equipment Shutdown** – Use normal control methods.
3. **Isolation** – Operate disconnects, valves, breakers to isolate all energy sources.
4. **Apply Locks/Tags** – One lock per authorized employee per device.
5. **Release Stored Energy** – Bleed, block, or discharge stored energy.
6. **Verify Zero Energy State** – Test circuits for absence of voltage or pressure.

7. **Perform Work**

8. **Restore Equipment** – Remove locks/tags only after inspection and notification.

Group Lockout & Shift Changes

Use group lock boxes or hasps when multiple employees or shifts are involved. A face-to-face transfer and sign-off are required during shift changes.

Medical Facility Considerations

For patient-critical or emergency systems (e.g., generators, oxygen, medical gas), coordinate with clinic leadership and plan temporary power or backup redundancy before lockout.

1.6 Training & Competency

- Initial training for all authorized employees prior to LOTO work.
- Annual refresher training or after incident, audit finding, or equipment change.
- Records retained by Facilities for a minimum of 5 years.

1.7 Program Audits & Continuous Improvement

Annual program audits are required. Deficiencies must be tracked and corrected. Audit forms are included in Appendix E.

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Part II – Procedures & Forms

Appendix A – Equipment LOTO Register (Consolidated)

Electrical Systems

Equipment ID	Equipment Name	Location	Isolation Device	Panel / Breaker	Secondary Energy Notes
SWGR-MAIN	Main Switchgear	Electric Room	Main Disconnect (Lock Hasp)	SWGR-MAIN / MCB	Verify absence of voltage A/B/C
MCC-1	Motor Control Center	Electric Room	Feeder CB to MCC-1	MCC-1 Feeder	Bleed residual energy
CRL-1	Lighting/Power Panel	Electric Room	Feeder to CRL-1	CRL-1 / MCB	Use red-tag protocol
ATS-1	Automatic	Electric	ATS Lockout	GEN Panel	Disable auto-start

Equipment ID	Equipment Name	Location	Isolation Device	Panel / Breaker	Secondary Energy Notes
	Transfer Switch	al Room	Provision	Feeder	during work
AHU-1	Air Handling Unit #1	Roof	Local Disconnect + Panel Breaker	Bucket (VFD input)	Lock fan belt drive before service

HVAC & Roof Systems

Equipment ID	Equipment Name	Location	Isolation Device	Panel / Breaker	Verification Method	Secondary Notes
RTU-1	Daikin Rooftop Unit #1	Roof – North Wing	Local Disconnect	Panel CRL-4	Voltage Test / Visual	Contains VFD controller
RTU-2	Daikin Rooftop Unit #2	Roof – South Wing	Local Disconnect	Panel CRL-3	Voltage Test / Visual	Verify fan rotation after work
EF-1	Exhaust Fan – Restroom Core	Roof	Disconnect (within 3ft)	Panel CRL-1	Zero Voltage	Bleed pressure before test
EF-2	Exhaust Fan – Mechanical Room	Roof	Disconnect	Panel CRL-2	Zero Voltage	Linked to VFD control circuit
VFD-10D	Variable Frequency Drive	Electrical Room	MCC-1 Feeder	MCC-1	Absence of Voltage	Allow 5-minute discharge time

Fire Safety & Medical Gas Systems

Equipment ID	Equipment Name	Location	Isolation Device	Panel / Breaker	Verification Method	Notes
FACP-1	Fire Alarm Control Panel	Electrical Room 126	Ckt 15 (1P 20A RED)	GEN Panel	Voltage / Indicator Lights	Disable alarm under

Equipment ID	Equipment Name	Location	Isolation Device	Panel / Breaker	Verification Method	Notes
SPRK-CTRL	Fire Sprinkler Controller	Riser Room	Main Disconnect	Panel TBD	Zero Voltage	super vision Coordinate with Fire Marshal
MGAS-MNF	Medical Gas Manifold	Medical Gas Room	Isolation Valve / Disconnect	Panel TBD	Pressure Gauge = 0 PSI	Vent lines before maintenance

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Appendix B – System Verification Summary

System	Voltage	Bus/Frame	Location	Certification Ref	Notes
CRL Panels (1-4)	208/120 V	225 A	Electrical Room	Eaton Field Acceptance 05/07/24	Interlocks OK
NH1 (SEC-2)	480/277 V	400 A	Electrical Room	Eaton Field Acceptance 05/07/24	Powered cables not

System	Voltage	Bus/Frame	Location	Certification Ref	Notes
NL Panels (1-3)	208/120 V	225 A	Electrical Room	Eaton Field Acceptance 05/07/24	landed Clearances acceptable
MCC-1	480 V	—	Electrical Room	O&M / As-built	Feeder CB lock hasp
SWGR-MAIN	480 V	—	Electrical Room	O&M / As-built	Main disconnect lock provision

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Appendix C – Warranty and Vendor Contacts

System	Vendor / Contractor	Contact Info	Warranty Term	Notes
Electrical Systems	Wang Electric Systems	(520) 323-2381	1 Year	Gear, ATS, Generator Systems
HVAC / RTUs	Crawford Mechanical Services LLC	(520) 881-1711	2 Years	Daikin Split and Rooftop Units
Controls / VFD	Arizona Control Specialists	(520) 881-1711	1 Year	Pottorff VFD-10D, Daikin Controllers
Fire Alarm	Authorized Security Nevada	(702) 555-xxxx	1 Year	Potter IPA-100 Fire Alarm

System	Vendor / Contractor	Contact Info	Warranty Term	Notes
Medical Gas	EzFlow Medical Systems	(520) 555-xxxx	1 Year	System O2/N2 O/Medical Air Manifold

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Appendix D – Training Verification Record (2025)

Employee Name	Role	Training Type	Date	Trainer	Signature
_____	Authorized Employee	Initial	_____	_____	_____
_____	Authorized Employee	Annual Refresher	_____	_____	_____
_____	Affected Employee	Awareness	_____	_____	_____

Records retained for **5 years** by Facilities & Safety.

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Appendix E – Audit & Corrective Action Checklist

Annual LOTO Program Audit – Guadalupe Health Center

Audit Item	Status	Findings / Actions	Responsible	Due Date
Authorized Employee List Current	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Equipment LOTO Pages Present	<input type="checkbox"/> Yes <input type="checkbox"/> No			
LOTO Tags / Locks Accounted	<input type="checkbox"/> Yes <input type="checkbox"/> No			

Audit Item	Status	Findings / Actions	Responsible	Due Date
Forms Properly Filed	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Zero Energy Logs Complete	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Contractor Compliance Verified	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Training Up to Date	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Program Reviewed by Safety Officer	<input type="checkbox"/> Yes <input type="checkbox"/> No			

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 OF MANUAL – Rev 2 (2025-11-01)