

3	Remove LOTO lock/tag from service disconnect lever and place in "on" position located at HVAC unit on the roof of the station.
4	Once power is restored, check power at HVAC unit and operations.
5	Break down and remove barricades from work areas.
6	
Final step	Notify affected employees that the HVAC servicing or maintenance is complete, and the equipment is ready for use.

Refrigerant Safety Procedure					
Notify all affected employees that servicing or maintenance is required on the machine or equipment and all energy sources will be shut down and locked out to perform the servicing and maintenance.					
	Hazards	PPE	Procedures	Emergency	Picture(s) (optional)
1	Frostbite Toxic exposure Oxygen displacement High-pressure release	Safety goggles Refrigerant gloves Long sleeves	Verify system pressure using gauges before opening Use EPA-certified recovery machines Ensure proper ventilation in all enclosed spaces Never vent refrigerant (EPA compliance required) Inspect hoses, gauges, and fittings before use Use only approved refrigerants for the system	Skin: Flush with water Eyes: Rinse 15 min Inhalation: Fresh air immediately	

Thermal Safety Procedure					
Notify all affected employees that servicing or maintenance is required on the machine or equipment and all energy sources will be shut down and locked out to perform the servicing and maintenance.					
	Hazards	PPE	Procedures	Brazing Safety	Picture(s) (optional)
1	Burns from hot components Cold exposure injuries	Heat-resistant gloves Eye protection	Allow sufficient cooling time before servicing Identify and label hot surfaces when possible Use infrared thermometer when necessary Always follow Lockout/Tagout before servicing	Fire extinguisher required Fire watch after work	

Mechanical Safety Procedure				
Notify all affected employees that servicing or maintenance is required on the machine or equipment and all energy sources will be shut down and locked out to perform the servicing and maintenance.				
	Hazards	PPE	Procedures	Picture(s) (optional)
1	Fan blade injuries Pinch points	Cut-resistant gloves Safety glasses	De-energize all equipment before servicing Follow Lockout/Tagout procedures strictly Verify zero energy state before beginning work Never bypass or remove safety guards Keep hands, tools, and clothing clear of moving parts	

Ladder Safety				
Notify all affected employees that servicing or maintenance is required on the machine or equipment and all energy sources will be shut down and locked out to perform the servicing and maintenance.				
Pre-Job Planning				
		Hazards		Controls
1		Inadequate hazard assessment Incorrect identification of energy sources		Conduct job briefing and hazard analysis Identify all energy sources and isolation points Verify proper LOTO procedures and equipment availability
Ladder Setup & Inspection				
		Hazards		Controls
2		Falls due to improper ladder setup Damaged or defective ladder		Inspect ladder before use (rungs, rails, feet) Set ladder on stable, level surface Maintain 3 points of contact Ensure ladder is rated for task and height
Energy Isolation (LOTO)				
		Hazards		Controls

3		Electrical shock or arc flash Fall risk from reaching or repositioning for dual isolation points		Utilize service disconnect as the primary isolation point Apply LOTO per OSHA 29 CFR 1910.147 Avoid dual-point isolation at height Verify zero energy state before beginning work	
Perform Work at Height					
		Hazards		Controls	
4		Loss of balance while working Overreaching from ladder		Keep body centered between ladder rails Do not overreach—reposition ladder as needed Use tool belts or hoisting methods to keep hands free Maintain 3 points of contact when ascending/descending	
Completion & LOTO Removal					
		Hazards		Controls	
5		Unexpected re-energization Loss of control while descending ladder		Ensure work is complete and area is clear Remove LOTO devices per procedure Descend ladder maintaining 3 points of contact Notify affected personnel before re-energizing	

Version History and Approvals		
Date:	Name and Position:	Status: (Created/Approved/Annual Review*)
7/23/25	Evangelene Glickman (CBRE)	
7/23/25	Ken Richmond (Lead Service Technician – CSC)	
3/26/2026	Janel Edwards and Andy Jenness (HSE/CBRE)	Revised

**Procedure must be annually reviewed*