



LOCKOUT TAGOUT PROCEDURE SAMPLE

Developed by	Reviewed by	Revised by
BRADY	BRADY	

Description: Boiler #1		Equipment # 160-0012	
Location: Boiler Room	Bldg: GHO	Rev'n: 0	Date: N/A
		Origin Date: 9/3/08	

4  **LOCKS & TAGS NEEDED**

DANGER

Steam pressure and burn hazard. Ensure steam and heat have dissipated before proceeding.

NEXT AUDIT DUE
SEP 2009

NEXT AUDIT DUE
SEP 2010

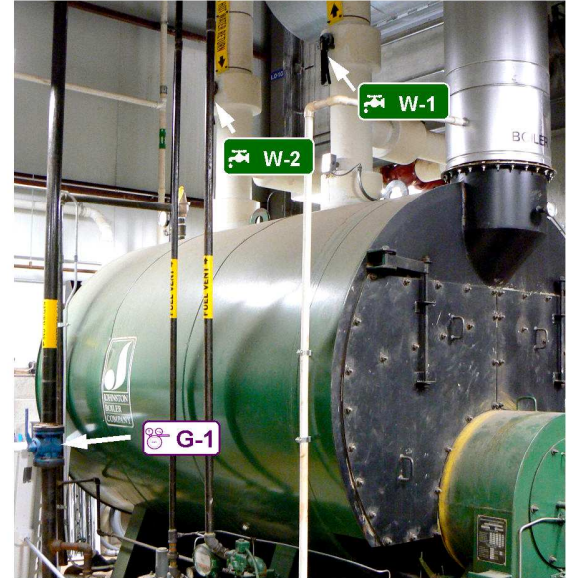
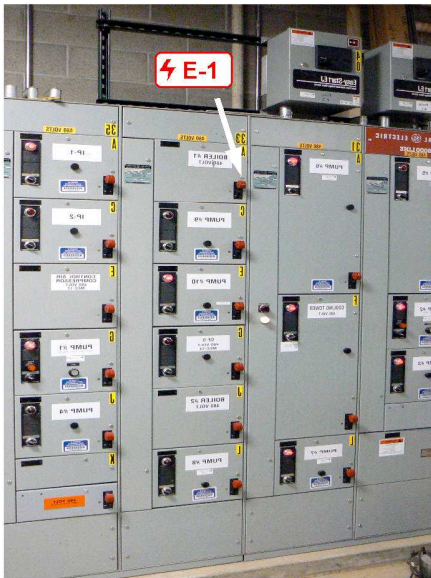
NEXT AUDIT DUE
SEP 2011

NEXT AUDIT DUE
SEP 2012





North Wall

South Side View

North West Side View



ALWAYS PERFORM A MACHINE STOP BEFORE LOCKING OUT DISCONNECTS

ID	Source	Location	Method	Check	Device
	Electrical 480V	Disconnect located at the MCC located on North Wall	Move E-1 disconnect to off. Lock out.	Attempt restart at CP-1.	Lockout Hasp and Lock
	Hot Water Supply	Disconnect Above the Boiler. Valve on West Side.	Turn W-1 valve off. Lock out.	Verify pressure has bled off.	Cable Lockout
	Hot Water Return	Disconnect Above the Boiler. Valve on West Side.	Turn W-2 valve off. Lock out.	Verify pressure has bled off.	Cable Lockout
	Gas Natural Gas	Disconnect on West side of Boiler unit.	Turn G-1 valve off. Lock out.	Verify pressure has bled off.	Universal Ball Valve Lockout

CP = CONTROL PANEL | E = ELECTRICAL | W = WATER | P = PNEUMATIC | C = CHEMICAL | V = VALVE | G = GAS | S = STEAM

OPENING A GUARD DOES NOT CONSTITUTE A LOCKOUT!

DANGER

Any machine modifications must be shown in procedure. Contact facilities to update procedure.

DANGER



Safety Is Your Responsibility!

800-496-4040

Lockout Tagout Procedure - 1910.147

Purpose: To protect authorized employees against unexpected or unplanned activation of equipment or energy while servicing equipment.

Scope: Utilize this procedure for all scheduled PM shutdowns, any maintenance task that requires you to place your body in harms way of the equipment or if you have to leave the area while the equipment is in service.

Enforcement: Failure to **properly** follow lockout-tagout procedure may result in disciplinary action.

SHUTDOWN, LOCK, TAG & TEST SEQUENCE

#	STEP	DESCRIPTION
1	Notify	Notify all affected employees that servicing or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.
2	Review Lockout Procedure	The authorized employee shall refer to the company procedure to identify the type and magnitude of the energy that the machine or equipment utilizes, shall understand the hazards of the energy, and shall know the methods to control the energy.
3	Perform Machine Stop	If the machine or equipment is operating, shut it down by the normal stopping procedure (depress the stop button, open switch, close valve, etc.).
4	Isolate Energy	De-activate the energy isolating device's) so that the machine or equipment is isolated from the energy sources).
5	Lockout Energy	Lock out the energy isolating device's) with assigned individual lock's).
6	Dissipate Energy	Stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc
7	Attempt Restart	Ensure that the equipment is disconnected from the energy sources) by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or other normal operating control's) or by testing to make certain the equipment will not operate. Caution: Return operating control's) to neutral or "off" position after verifying the isolation of the equipment.

RESTORE TO SERVICE SEQUENCE

#	STEP	DESCRIPTION
1	Check Machine	Check the machine or equipment and the immediate area around the machine to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.
2	Check Area	Check the work area to ensure that all employees have been safely positioned or removed from the area.
3	Verify Machine	Verify that the controls are in neutral.
4	Remove Lockout	Remove the locks, tags and lockout devices and re-energize the machine or equipment. Reverse the order of all lockout-tagout procedure steps from bottom to top starting from the last page. Note: The removal of some forms of blocking may require re-energization of the machine before safe removal.
5	Notify	Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for used.

Reference: OSHA CFR 1910.147, Appendix A, "Typical minimal lockout procedures - 1910.147 App A"