

Lockout Procedures Boiler Room, Montana Tech

I. Purpose and Scope

This procedure establishes the requirements for the lockout of all energy sources for the boilers located in the boiler room at Montana Tech. These procedures must be used to ensure that all energy sources are isolated and locked out before employees perform any servicing or maintenance activities on the boilers.

II. Authorization

This procedure is in compliance with OSHA's lockout/tagout requirements, 29 CFR 1910.147.

III. Responsibility

The Physical Facilities boilermen must be trained in the proper procedures for the shutdown of the boilers. This training shall include recognition of applicable hazardous energy sources, type and magnitude of the energy, and the methods for energy isolation and control.

IV. Procedures for Shutting Down the Boilers

1. Turn off boiler at the control panel.
2. Turn off control power on control panel.
3. Turn off power at main breaker panel.
4. Lock out the control panel and main breaker panel.
5. Shut off main gas valve and lock with the provided chain and keyed lock.
6. Close pilot light valve.
7. After boiler has stopped generating steam, close main header valve and lock the chain.
8. Lock blow down line in closed position with provided chain and lock.
9. Switch feed water pump off to boiler.
10. Close feed water valve.
11. Open atmospheric valve on main steam header valve

V. Testing Locked Equipment before Beginning Maintenance

1. Attempt to start the equipment with the standard start up procedures to be certain the energy source is dead.
2. Test electrical components with a voltage type tester to check for stored energy.
3. Check pressure gauges for any pressure.
4. On steam and water lines, open a bleed-off valve to make sure all pressure has been released

VI. Boiler Maintenance

1. Follow all procedures listed above for shutting down the boilers.
2. Lock out breakers to the equipment that is to be worked on.
3. If a shift change is involved:
 - Each person leaving must remove his lock, and the new person coming on shift must put his own lock in place.
 - If they will finish the job at a later date, their locks must remain in place until the completion of the job or the job is turned over to other personnel.
 - No locks may be removed by anyone other than the person who placed the lock without written authorization from the Assistant Director of Physical Facilities. The Assistant Director of Physical Facilities must verify in writing that he has checked the area and made certain no person or equipment could be harmed by removing the lock and reactivating the equipment.

VII. Boiler Repair

At times when repair work must be done while the system is under pressure, only the electrical systems shall be worked on until the pressure has been released so the pumps and piping may be safely closed, locked and tagged.

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