**Client:** Tracy Public School

**Machine Name:** Boiler

**Location of Machine:** Boiler Room

**Hazards:** Electrical/Confined Space

**Building:** High School

**Client Contact:** Jo Pyle

**Shutdown:**

**Background**

The boiler is maintained annually. Any Major repairs will be contracted out.

**Step 1: Get names and job titles if employees authorized to perform lockout/tagout**

**Step 2: Verbally Notify affected employees that a lockout procedure will be done in their area.**

*Location & Method:*

* The machine or equipment shall be turned off or shut down using the procedures established for the machine or equipment

**Step 3: Isolate machine from all energy sources.**

*Location & Method:*

* Circuit breaker turned off
* Circuit panel door is locked

**Step 4: Apply Lockout devices.**

*Location:*

* Apply lockout device to electricity

**Step 5: Verification & Dissipation of stored energy.**

*Location & Method:*

* Attempt to start by using the “On/Off” switch located on the unit.

**Shutdown:**

**MACHINE IS NOW LOCKED OUT**

**Start up**

**Step 1: Alert all employees of the start up**

**Step 2: Remove all Lockout devices.**

**Step 3: Restore energy to equipment.**

**Step 4: Verify restoration by starting equipment**

***Last Updated: 6/5/2019***

***Prepared by: Shane Carlson***