



LOCKOUT TAGOUT PROCEDURE

Department: Building Services, Maintenance Plumbing

Equipment: Water Heater

Equipment Location: Campus Maintenance Rooms

Purpose: This procedure establishes the minimum requirements for the lockout and tagout of energy isolating devices whenever performing maintenance or servicing a water heater to protect employees from the unexpected energization or start-up of the water heater, or release of stored energy.



Special Precautions: N/A

EQUIPMENT PICTURE



Example Location: Glaxo Building, Mechanical Room

ENERGY SOURCES


Energy Source (Magnitude)	Energy Isolation Point or Control Step	Application Method and LOTO Device	Step #	Visual Reference
Thermal (water) 125 °F	Inlet and outlet water valves	Move valves to closed position, lockout/tagout	3a and 3b	
Natural Gas	Natural gas supply valve	Move valve to closed position, lockout/tagout	3c	

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Electrical 120V	Wall receptacle	Unplug	3d	
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LOCKOUT TAGOUT SEQUENCE

Step	Description
1. Notify Employees	Notify affected employees of LOTO activity: <ol style="list-style-type: none"> a. Plumbing Supervisor b. Med School Planning
2. Equipment Shutdown	Shut down water heater by normal stopping procedure. <ol style="list-style-type: none"> a. Turn off the main power switch on control box. b. Turn gas control valve to off position. 
3. Isolate Energy	Disconnect each energy source. <ol style="list-style-type: none"> a. Shut off main inlet water valve. b. Shut off main outlet water valve. c. Shut off natural gas supply valve. d. Unplug water heater from wall receptacle.
4. Lockout Energy	Lockout and tagout each energy isolating device.
5. Dissipate Energy	Dissipate or restrain residual or stored energy. <ol style="list-style-type: none"> a. Drain water heater by opening drain valve located on front of heater.
6. Verify Isolation	<ol style="list-style-type: none"> a. Verify no water is coming out of drain valve. b. Verify gas control valve on front of heater is in off position. c. Turn on the main power switch to verify power is off to the control box. If comes on, verify water heater is unplugged.
7. Perform work	The equipment is locked out. Perform work.

RESTORE EQUIPMENT TO SERVICE SEQUENCE

Step	Description
8. Clear Work Area	To restart equipment, clear work area of personnel and tools.
9. Verify Controls	Verify that controls are in off position.
10. Remove Lockout	Remove lockout devices and reenergize machine.
11. Notify Employees	Notify affected employees that servicing is completed.