

February 2010 Safety Meeting Proper Documenting on Safety Check Forms

This month, we are focusing on documenting safety checks. Employees should be aware that in the event of an incident, their paperwork will be scrutinized. The need to document is like insurance – you don't appreciate it until the day you actually need and/or use it.

Class Discussion:

After reading the following scenario, review the attached Propane Safety Check form. Have your employees put their name on the form then highlight or circle the six (6) incorrect actions on the form. Keep these forms as the test for this month. After everyone has reviewed the form, compare your answers.

SCENARIO:

Mike's Propane Gas service technician goes to an existing customer to install a new tankless water heater. The home has several propane appliances which operate off a 420 lb cylinder. The task today is to: 1) replace the 420 lb cylinder with a 250 gallon tank; 2) run an additional 40 ft. of CSST; 3) install the tankless water heater according to manufacturer's instructions; and 4) perform all safety checks and document accordingly.

Closing

Documentation should always be based on accurate and factual information. Always be very careful what you put in writing. Managers should take the time to review all Propane Safety Check forms for accuracy.

PROPANE SAFETY CHECK

Account Number 01-1234
 Name Lisa Fountain
 Address 173 Medical Center Drive
 City Prattville ST AL Zip 36066

Invoice Number 10-132 Date 2/1/10
 Company/Branch Prattville
 Call Taken By Beth
 Telephone Work 358-9590 Home 358-9520

Appliance Check

Appliance	Furnace	Logs	Tankless			
Manufacturer	Hillman	Smith	Kennedy			
Model #	1B-234	2C-156	3D-157			
Serial #	1234	1234	1234			
BTU's	75,000	30,000	199,000			
Burner/Com. Chamber	OK	OK	OK			
Man. Shutoff/Sed. Trap	OK	OK	OK			
Control/Pilot Safety System	OK	OK	OK			
Venting System	OK	N/A	OK			
Combustion Air	OK	OK	OK			
Reg Tagged (Removed from Service)	N/A	N/A	N/A			

Container Check

Size	Serial #	Manufacturer	Location	Tank Condition	Relief Valve	Fittings Leak Check
250	245954	Cairns	5ft. OK	OK	OK	OK

Regulator Check

Type	Manufacturer	Model #/Date	Flow Pressure	Lock-up Pressure
1st	Drake	601 1/10	----	----
2nd	Drake	220 1/10	10.5" w.c.	16" w.c.

Pressure Test (If Applicable)

Start Pressure: <u>N/A</u>	End Pressure: <u>N/A</u>	Time Held: <u>N/A</u>
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Leak Check

Start Pressure: <u>9" w.c.</u>	End Pressure: <u>9" w.c.</u>	Time Held: <u>2:00</u>
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This inspection covers propane/LP gas items and equipment visible and accessible to the service technician and represents the conditions existing on the date of inspection. It does not cover latent or manufacturing defects, the internal working of sealed equipment, or structural components and cannot be construed to cover future defects or unforeseen happenings.

 (Please Print)

- Know how to turn off gas in case of emergency.
- Have smelled propane and can detect its odor.
- Have received Consumer Safety Information.
- Had gas system deficiencies and/or corrections, if any explained to me.
- Am satisfied with the service work performed.

COMMENTS: System good - no leaks -
Driver delivered 100 gallons -
tank full 80%

 Customer Signature

 Technician Signature

MGR. Initial

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Answer Key

1. Container check location: NFPA 58, 3.2.2 – The minimum distance for an ASME 250 gallon container is 10 ft from the building.
2. Regulator check: The lock-up pressure should not exceed flow pressure more than 30%. If the flow pressure was 10.5” w.c., the lock-up should not exceed 13.7” w.c. If the pressure increases beyond 30% of the flow pressure, the piping is too small. The system should have been 2 lb or the piping increased in size.
3. Regulator check: The service technician should have located the appliance with the lowest maximum input pressure which is indicated on the appliance data plate. Once that number is determined, the maximum lock-up pressure should not exceed it. All known propane appliances generally have a maximum input ranking of 14” w.c. or less. Therefore, there is a problem with the 16” w.c. on the form.
4. Pressure test: NFPA 54 Chapter 4.1 – The pressure test normally is conducted once, prior to initial operation of the piping system and again only when the piping system is modified. 4.1.1 (c) - In the event repairs or additions are made following the pressure test, the affected piping shall be tested (minor repairs or additions do have an exception). In this scenario, the 40 ft of new piping should have been tested.
5. Leak check: NFPA 54 4.2.3 – A leak check shall be done following an interruption of service as well as for new systems. In this scenario, a leak check was done but the time held is in question. Although appendix D.3 is not part of the code, the recommended minimum time to test a system for leaks is 3 minutes.
6. Comments: The service technician documented that the bobtail driver delivered 100 gallons of product and the tank was full (80%). This documentation shows the service technician must have transported the container to the site with more than 5 % product for the tank to be full...a violation of DOT rules.