

HIGH RISK/LOW FREQUENCY

HUDSON FIRE DEPARTMENT

Standard Operating Guidelines

GUIDELINE NO: 200.10

SUBJECT: LOCK OUT/TAG OUT

APPROVAL: Scott St. Martin, Fire Chief

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PURPOSE

This guideline establishes the methods to be used for the control of hazardous energy.

RESPONSIBILITY

1. All Chief and Company Officers have the responsibility to comply with and ensure that the personnel under their command are adequately trained, fully understand, and comply with this guideline.
2. All firefighters have the responsibility to learn and follow this guideline.

GUIDELINE

A. Methods for lockout/tagout

1. When required to perform lockout/tagout to control energy sources, such as during maintenance of equipment, priority shall be given to utilizing the lockout method. If lockout cannot be achieved for whatever reason, tagout of equipment shall be performed. However, employees shall be cautioned of the limitations of using tagout when utilized
2. Lockout shall be performed using approved locks. All such locks must be of the key type; no combination locks or locks provided by employees may be utilized
 - a. If more than one lock is needed to be installed on an energy isolation device and the device facilitates the use of only one lock, a multiple lock hasp shall be provided and used.
 - b. Tags provided for tagout of equipment shall be affixed with all locks used for lockout of equipment of machinery
3. Tags shall be used only when lockout is unsafe
 - a. Utilization of tags is primarily a warning method which does not physically limit the use of the energy limiting device. When used the tag shall not be removed without order from incident commander and shall never be bypassed, ignored, or otherwise defeated.
 - b. Only approved, Hudson Fire Department provided tags shall be used for tagout purposes. Such tags and their means of attachment, shall be constructed of durable materials which may withstand the environmental conditions encountered. Means of attachment shall be limited to the use of nylon cable ties. All tags shall have printed or written on them, using indelible ink, the following information
 - i. A warning statement such as "Do Not Remove" or similar
 - ii. The name of the authorized person applying the tag
 - iii. The area where the authorized person is working
 - iv. The date of tag application
 - c. Tags must be legible and understandable by all person who may be affected by the tagout.

B. Procedure for Lockout/Tagout

1. Preparation for shutdown
 - a. Prior to shutdown, each authorized employee shall identify and review the type and magnitude of energy sources, the hazards of the energy, and the methods to control the energy.
 - b. Authorized employee(s) performing maintenance shall notify other affected employee(s) of the intent to lockout or tagout the equipment.
2. The machine or equipment to be worked on shall be shutdown following accepted procedures.
3. The authorized employee shall locate all energy isolation devices and separate them to isolate the equipment from energy sources.
4. The authorized employee shall place a lock or tag on each energy isolation device in such a manner that movement of the device will be restricted. If tags are used and cannot be placed directly on the isolation device, they shall be located as near as safely possible to the device.
5. Following lockout/tagout, all stored energy (hydraulic pressure, air pressure, and stored electricity) shall be relieved.
6. After release of stored energy, isolation of equipment shall be verified by the authorized employee. When properly isolated, work on or around the equipment can be performed.
7. Release from isolation shall be performed following these steps:
 - a. The work area shall be inspected for personnel and equipment
 - b. All employees shall be evacuated from the work area and told of the intent to release the equipment from isolation
 - c. Locks/tags shall be removed by authorized personnel

C. Training

1. All personnel who may perform lockout/tagout shall be trained to perform the steps outlined in this guideline.

References – Title 29 CFR 1910.147 Control of Hazardous Energy (Lockout/Tagout)