



Scarborough Fire Department Scarborough, Maine



Standard Operating Guidelines

Book:	Emergency Operations
Chapter:	Rescue Operations
Subject:	3610 - Lock Out /Tag Out
Revision Date:	12/23/2003
Approved by:	<i>B. Michael Thurlow</i>

PURPOSE

This policy was created to provide responders with a procedure for securing tools or equipment with a lockout / tagout system to protect individuals while working near or around powered equipment.

SCOPE

To increase the safety of fire department personnel while performing emergency functions near or in electrical equipment, through the implementation of a Lockout/Tagout policy.

APPLICABILITY

- A. Lockout / Tagout should be implemented when working with any equipment in which the unexpected energizing or startup of the machines or equipment, or release of stored energy could cause injury to an individual. Situations when this policy should be used include, but are not limited to; elevator calls, industrial accidents when a piece of electrical equipment is involved, or at any time the situation calls for the securing of power to any device for the safety of the facility employees or SFD personnel working with that equipment.
- B. Normal production operations are not covered by 29 CFR 1910.147 (7). Servicing and/or maintenance that takes place during normal production operations is covered by 29 CFR 1910.147 (7) only if:

The employee is required to remove or bypass a guard or other safety device; or the employee is required to place any part of his or her body into an area on a machine or piece of equipment where work is actually performed upon the material being processed; or where as associated danger zone exists during a machine operation cycle.

PROCEDURE

The Lockout/Tagout procedures shall be used when our personnel are required to remove or bypass a guard or other safety devices, or the employee is required to place any part of his or her body into an area on a machine or piece of equipment where work is actually performed upon the material being processed or where an associated danger zone exists during a machine operation cycle. Whenever Fire Department personnel encounter a situation where the power or energy source needs to be shut off / secured in order to do their jobs, they will:

- A. Notify industrial employees that you want the energy (power) cut off to the affected equipment.
- B. Provide a firefighter with a radio to escort the employee to the power source.
- C. The firefighter will notify rescue workers that the energy source (power) has been interrupted, closed, shut off, and isolated with the proper department Lockout/Tagout device.
- D. The firefighter will try to obtain from the industry person, or other persons on the premises, the fact that no other power sources or energy can flow to the affected equipment.
- E. If the energy source can only be tagged a radio equipped firefighter shall remain at the isolation device.
- F. SFD personnel are not to re-energize any equipment that has been placed out of service. It is the owner's responsibility to assure that the hazard has been controlled and that the equipment is safe to re-energize.
- G. Once the rescue or other need to secure the equipment has been completed and personnel are ready to return to quarters the firefighter who locked and tagged the equipment will remove the SFD lock and tag in the presence of a responsible facility representative and turn the responsibility for the equipment over to the facility. If the equipment needs to continue to be secured SFD personnel will assure that the facility attaches its own securing device and tag prior to leaving.
- H. If for some reason SFD personnel need to leave their lock and tag at a facility because the occupant doesn't have the proper tools to positively secure the equipment, the firefighter shall contact dispatch to have them add a note to the fire report indicating the reason for leaving the tag, and specific instructions as to when the lock and tag can be removed by a subsequent SFD crew.

DEFINITIONS

- A. Affected employee is an employee whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tagout, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.
- B. Authorized employee is a person who locks or tags out machines or equipment in order to perform servicing or maintenance on those machines or equipment. An affected employee becomes an authorized employee when that employee when that employee's duties include performing servicing or maintenance covered under CFR 1190.147 (7).
- C. Lockout means the placement of a lockout device on an energy-isolating device in accordance with an established procedure, ensuring that the energy-isolation device and equipment being controlled cannot be operated until the lockout device is removed.
- D. Lockout device is one that utilizes a positive means such as a lock, either key or combination type, to hold an energy-isolation device in the safe position and prevent the energizing of a machine or equipment. Included are blank flanges and bolted slip blinds.
- E. Tagout means the placement of a tagout device on an energy-isolation device in accordance with an established procedure, to indicate that the energy-isolating device and the equipment being controlled may not be operated until the tagout device is removed.
- F. Tagout device means a prominent warning device, such as a tag and a means of attachment, that can be securely fastened to an energy-isolation device in accordance with an established procedure to indicate that the energy-isolation device and the equipment being controlled may not be operated until the tagout device is removed

RESPONSIBILITIES

- A. It is the responsibility of the Scarborough Fire Department to train and equip our personnel on proper lockout / tagout procedures
- B. It is the responsibility of the various businesses and other occupancies in the Town of Scarborough to meet the OSHA standards for lockout / tagout procedures and equipment in their facilities.
- C. When tagout systems are used, employees shall also be trained in the following limitations of tags:
 - Tags are essentially warning devices affixed to energy-isolation devices, and do not provide the physical restraints on those devices that are provided by a lock.
 - When a tag is attached to an energy-isolation device, it is not to be removed without authorization of the authorized person for it, and it is never to be bypassed, ignored, or otherwise defeated.
 - Tags must be legible and understandable by all authorized employees, affected employees, and all other employees whose work operations are or may be in the area, in order to be effective.
 - Tags and their means of attachment must be made of material that will withstand the environmental conditions encountered in the work place.
 - Tags may evoke a false sense of security, and their meaning needs to be understood as part of the overall energy control program.
 - Tags must be securely attached to energy-isolation devices so that they cannot be inadvertently or accidentally detached during use.
- D. When lockout / tagout procedures are used, they are site specific to the employees of a particular establishment.

REFERENCES

OSHA standard 29 CFR 1910.147