



## MASON COUNTY FIRE DISTRICT #4

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TITLE: LOCKOUT TAGOUT

CHAPTER: 4000 NUMBER: 4083 DATE: 5-16-2016

APPROVED: Signature on file Bob Burbridge, Chief

### PURPOSE:

This procedure is intended to prevent fatal or serious injuries through establishment of minimum requirements for Lockout/Tagout of energy isolating devices whenever maintenance, servicing, rescue or fire suppression is performed in or around equipment, machinery, or other environments that pose a potential hazard. This procedure will be used to ensure that equipment or machinery is isolated from all power sources and locked/tagged out before personnel perform service, maintenance, rescue or fire suppression activities where unexpected energizing, start-up or release of stored energy could cause injury.

### GUIDELINE:

All equipment or machinery shall be locked out or tagged to protect against accidental or inadvertent operation when such operation could cause injury to personnel. All personnel shall receive instruction regarding the guideline and Lockout/Tagout procedures. Personnel shall not operate any switch, valve, or other energy isolating device when it is locked and or tagged out.

### PROCEDURE:

#### SECTION 1.0 RESPONSIBILITY:

On an emergency scene it is the responsibility of the Incident Commander or, when one is appointed, the Safety Officer to ensure that the Lockout/Tagout protocol is adhered to. A written Safety Action Plan that includes a Lockout Safety Procedure shall be initiated before rescue activities commence.

During routine maintenance or other non-emergency conditions, those who have supervisory authority have the responsibility to ensure that this protocol is adhered to.

#### SECTION 2.0 PREPERATIONS FOR LOCKOUT:

Personnel who are directed to perform Lockout/Tagout shall be certain that all switch(s), Valves(s), or other energy isolating devices that apply to the equipment or machinery are identified, turned to the "off" or "safe" position, locked out and tagged.



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- 2.0.1 Check for more than one power system for each system for each piece of machinery or equipment, such as combinations of electrical, air and hydraulic actuated systems.
- 2.0.2 Check for more than one switch/valve for each system.
- 2.0.3 Check for the potential for stored energy release, such as systems that hold material or machinery in an up or open position. This will likely require consultation with someone who is familiar with the operation of the equipment, machinery or process. (consider blocking, cribbing, or stabilization requirements.)
- 2.0.4 Check to make sure that material input and discharge devices such as conveyors and hoppers are locked out.
- 2.0.5 Utilize on scene resources such as equipment or machine operators, or company representatives for proper lockout procedures. It is essential that the lockout procedure is verified with input from those who are familiar with the machine, equipment or manufacturing process, and or the agency policy. Without this information the lockout may not be verifiable and must be reviewed and updated as soon as complete information becomes available.

### **SECTION 3.0 LOCKOUT/TAGOUT AT EMERGENCY SCENES:**

- 3.0.1 Lockout/Tagout is required for all personnel who may have to operate at an emergency scene if any procedure could involve either patient or Fire Department Member exposure to live electrical parts, machinery movement or exposure to stored energy sources on any machinery or equipment.
- 3.0.2 Upon arrival at the scene, whenever a situation is encountered that meets the above criteria, MCFD 4 personnel shall check to see if building/plant or company personnel have begun Lockout/Tagout procedures. If they have begun the procedures, MCFD 4 locks and tags shall be added to the ones already present.
- 3.0.3 If Lockout/Tagout procedures have not been initiated, MCFD 4 personnel will initiate this guideline. Notify all affected personnel that a Lockout/Tagout procedure is required and the reason why (i.e. emergency.) With the assistance of the building/plant or company personnel shut down the equipment using the normal shut-down procedure if you can assure that the person entangled won't be hurt any further.



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- 3.0.4 Operate the disconnect switch, valve, circuit breaker or other energy isolating device(s) so that the equipment is isolated from its energy source. Note: **Toggle switches, push buttons and other types of control switches are not isolating devices.**
- 3.0.5 Dissipate and isolate all stored energy (if applicable) such as that found in springs, elevated machine members, rotating parts, and systems that utilize hydraulic, air, gas, steam, or water pressure. All stored energy must be dissipated or restrained by methods such as repositioning, blocking, bleeding down, etc.
- 3.0.6 Lockout the energy isolation devices with energy lockout devices(s) assigned to the responding fire/rescue apparatus. If a Lockout device is needed other than the types assigned to the responding fire/rescue apparatus, an appropriate lockout device shall be requested. The assigned Lockout member shall not leave the isolation device until the isolation device is secured. The key and responsibility for the lockout device shall remain in the control of the assigned lockout member or shall be transferred to the Incident Commander or assigned Safety Officer.
- 3.0.7 If it is impossible to use a lock, another positive means of disconnecting the circuit or equipment shall be used. Other positive means may include unplugging, disconnecting the conductors or removing fuses. A tag must be placed on the plug, conductor, fuse, brackets, etc.
- SAFETY OVERSIGHT If no positive means of isolation can be implemented, a radio-equipped firefighter shall be assigned at the control switches, the valves, or other energy isolating devices to keep the machine/equipment from being activated or to deny access once the isolation devices have been turned to the "off" or "safe" position.*
- 3.0.8 Only after the equipment has been properly locked/tagged out shall emergency personnel begin to work to remove the entangled patient. Always try and have a representative of the company where the incident is located to assist you with their expertise on the equipment.
- 3.0.9 Once the disentanglement and extrication of the patient has been completed, the equipment shall remain locked/tagged out until proper notifications, investigations have been completed. A photograph of the lock/tag out equipment shall be taken for evidence purposes before removal.

### SECTION 4.0 APPLYING LOCKOUT/TAGOUT DEVICES:



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- 4.0.1 LOCKOUT devices are capable of securing, through the use of a lock, energy isolating devices in a “safe” or “off” position. Lockout devices shall be used to secure energy isolating devices unless the equipment or machinery is not capable of being locked out.
- 4.0.2 TAGOUT devices will be used only in conjunction with Lockout procedures. Tags must clearly state “Danger, Do Not Operate.” If the tag cannot be affixed to the energy isolating device, it must be located in such an obvious manner to clearly indicate to anyone attempting to operate the equipment or machinery that they must not continue.
- 4.0.3 Emergency Apparatus LOCKOUT/TAGOUT KIT:
- 4.0.4 Station LOCKOUT/TAGOUT KIT:
- 4.0.5 NON-EMERGENT LOCKOUT APPLICATION:
  - a. Identify appropriate energy isolation device(s).
  - b. Wear proper personal protective equipment, including eye protection, prior to turning isolation device to the “off” or “safe” position.
  - c. Select and apply the most effective Lockout device. (If the energy isolation device has already been locked out attach an MCFD 4 lock(s) to the Lockout device and tag the device to acknowledge that we are aware of the Lockout).
  - d. Place your name on the MCFD 4 “DO NOT OPERATE” tag and affix to the lockout device.
  - e. Keep the key or formally transfer the key and the responsibility for the lockout to the Incident Commander, or the Safety Officer.

### **SECTION 5.0 RELEASE FROM LOCKOUT OR TAGOUT:**

- 5.0.1 Prior to releasing any lockout or tagout device the following must be complied with:
  - a. Make sure that all equipment or machinery is properly reassembled, or completely disabled from accidental activation.
  - b. Inspect area to ensure that all tools and rescue equipment have been removed.
  - c. Make sure that all persons are safely positioned outside danger zones.
  - d. Notify all appropriate persons that lockout devices will be removed.



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*Note: If the equipment or machine was damaged by rescue efforts, or by the incident itself, then it must be inspected by a qualified authority prior to the removal of the lockout device. This will require working with the property owner to transfer the responsibility for maintaining the lockout condition. This must be accomplished formally and documented.*

- e. Lockout devices can only be removed by the person who installed the lockout device or the person to whom the authority was formally transferred to, and only after it is proved that it is safe to do so.
- f. In the event that the property owner will continue to maintain the lockout, and has their own lockout device in place, then our lockout device may be removed. This must be accomplished formally and documented as an addendum to our incident report.
- g. Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.

### **SECTION 6.0 COMPLIANCE WITH THIS PROGRAM:**

**All members are required to comply with the restrictions and limitations imposed upon them during the use of lockout. All members are required to perform the lockout tagout procedures in accordance with this guideline. All members, upon observing a machine or piece of equipment which is locked out shall not attempt to start, energize, or use that machine or equipment.**