

Egg Harbor Fire Department and First Responders Standard Operating Guidelines

SUBJECT: LOCKOUT/TAGOUT

SOG 215

PURPOSE: The purpose of this guideline is to provide a guide for Egg Harbor Fire Department personnel in locking out or tagging out machinery or equipment.

SCOPE: This policy shall apply to all members of the Egg Harbor Fire Department.

DEFINITIONS:

Lockout Device: is a device that utilizes a positive means such as a lock, either keyed or combination type, to hold an energy isolating device in a safe position to prevent the energization of a machine, equipment or system. Other lockout devices include dead ends (blanks), bolted slip blinds, valve hand wheel covers, and chains/lock. All locks require a Danger Tag.

Lockout/Tagout (LOTO): is the installation of lock(s) and tag(s) on the Energy Isolation Devices to ensure that work can be performed safely. The lock(s) and tag(s) ensure that the Energy Isolating Device(s) and the machine, equipment or system(s) they isolate and/or control, cannot be operated until the lock(s) and tag(s) are removed.

Lockout: is the placement of a locking device on an energy-isolating device that ensures the equipment being controlled cannot be operated until the lockout device is removed.

"Lockout device" is a device that utilizes a positive means such as a lock, either key or combination type, to hold an energy-isolating device in the safe position.

Tag: is a "Danger – Do Not Operate" tag, which can be securely fastened to an energy isolating device with an unlocking strength of 50 pounds, to indicate that the Energy Isolating Device and the equipment being controlled cannot be operated until the Tag is removed. Tags are essentially warning devices affixed to energy isolating devices and do not provide the physical restraint of a lock.

Tagout: is the placement of an attachable tag on an energy-isolating device to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

Tagout Device: is a prominent warning device, such as a tag, and a means of attachment, which can be securely fastened to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

PROCEDURE:

A. Announce the shutdown.

1. Notify all affected personnel who will be working on or with the equipment.

B. Turn equipment off.

1. Locate and identify all switches, valves, and other devices that will have to be locked and/or tagged.
2. Shut equipment down by normal procedures if equipment is operating.

C. Disconnect energy source(s).

1. In the case of electrical equipment, take action at feeder disconnect or breaker, not just push button control or switch on machine.
2. If electrical lockout is not effective, use mechanical lockout. Close upstream valve, chain, lock, and tag. Close downstream valve, chain, lock, and tag. Purge line before beginning work.

D. Release residual energy.

1. Bring equipment to zero mechanical state (ZMS). Possibility of mechanical movement reduced to a minimum.
2. Consider hydraulic and pneumatic sources of energy.
3. Block or remove energy in parts that may move.
4. Secure loose and moveable parts.
5. Be sure material supported or controlled by equipment cannot move or cause equipment to move.
6. Lock out or reduce accumulators and air surge tanks to atmospheric pressure.

E. Lockout.

1. Use multiple lock adapter with the Department lock.
2. Locks used for lockouts should be used **only** for lockouts.

F. Tagout.

1. Tagout equipment at disconnect points.
2. When physically impossible to use a lock, a tag is essential. Assign a Department member with radio communication to standby at the tag.

G. Test equipment.

1. Make sure equipment will not run prior to work.
2. Turn switch or on/off button on to assure all energy sources are blocked out.
3. Return switches/buttons to off or neutral position.

H. Complete work or task.

I. Restoring energy.

1. Notify management that energy can be restored.
2. Remove your lock and tag.