

|  |  |  |
| --- | --- | --- |
| **Equipment Tagout Policy** | Related Policies: | |
| *This policy is for internal use only and does not enlarge an employee’s civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.* | | |
| Applicable KY Statutes: | | |
| OSHA: | | |
| NFPA Standard: 1500, Ch. 6 | | |
| Date Implemented: | | Review Date: |

1. **Purpose:** To establish a procedure to ensure that equipment that is damaged, inoperable, unsafe, or that has been involved in an injury, is removed from service so that personnel do not use it unless and until it has been properly inspected and/or repaired.
2. **Policy:** It is the policy of the Fire Department to ensure that equipment that is or may be unsafe, or equipment that was involved in an injury to a firefighter or civilian, be removed from service until any investigation is complete, and thereafter until repaired and/or inspected.
3. **Definitions**

**As soon as practical:** Immediately or as soon as possible without ignoring emergency scene duties, stopping any training activities, or otherwise returning to quarters to obtain an Out of Service Tag.

**Equipment**: All portable equipment, tools, and appliances used by the fire department. It does not include apparatus or equipment mounted and fixed on an apparatus (eg. charger, generator, light bar, slide-in pumps, etc.).

**Equipment Officer:** An officer or officers duly appointed by the Fire Chief to be responsible for overseeing the inspection, maintenance, and repair of equipment.

**Out Of Service Tag:** A department issued tag to be affixed to out of service equipment in order to clearly identify it, warn other personnel, and document the reasons for the removal.

1. **Procedure for Placing Equipment Out of Service**
2. Any member who discovers equipment that is damaged, inoperable, unsafe, or otherwise in need of repairs or inspection shall immediately place the equipment out of service until such time as it has been inspected and/or repaired, and affix an Out Of Service Tag in a secure fashion as soon as practical.

**Editor’s Note:** Please see sample Out of Service Tag. It should be printed on high-visibility card stock. Fire departments should modify this form as appropriate.

1. Whenever a piece of equipment causes personal injury to a firefighter or civilian, or is otherwise involved in a personal injury to a firefighter or civilian, the equipment shall immediately be removed from service, secured, and an Out Of Service Tag shall be affixed in a secure fashion as soon as practical.
2. The officer or member who affixes an Out of Service Tag to a piece of equipment shall:
   1. Complete the required information on both ends of the Tag
   2. Make a note in the appropriate station log book identifying the piece of equipment and explaining the nature of the problem
   3. Notify the Equipment Officer, or in his absence, another officer.
   4. Ensure that the item is removed from the apparatus so it is not mistaken for being in service.
   5. Ensure that the lower end of the Tag is removed and forwarded to the Equipment Officer (through another officer if the Equipment Officer is not available)
3. Any officer who is informed that a piece of equipment has been placed out of service shall ensure that the Equipment Officer is informed as soon as practical, and that the Out of Service Tag is affixed as required.
4. Equipment to which an Out Of Service Tag has been affixed shall not be used by any member for any purpose.
5. Once an Out of Service Tag is affixed, it shall not be removed by any member except as provided below in Section III.
6. Out of Service Tags shall not be used for equipment that is out of service simply because it needs to be refilled (eg. SCBA cylinders), recharged (eg. handlights, battery powered tools) or refueled (eg. saws). Such equipment still requires immediate action by the member who finds it, to ensure it is returned to operational condition. Out of Service Tags shall not be used for minor repairs that can be immediately fixed by personnel (eg. loose nut, retying halyard, replace handlight bulb, etc.).
7. **Procedure for Returning Equipment to Service**
8. The only persons authorized to remove an Out of Service Tag once affixed to a piece of equipment are the Fire Chief and the Equipment Officer. In an appropriate situation, the Fire Chief or Equipment Officer may delegate the responsibility to repair a piece of equipment and thereafter remove the tag to an Officer or senior member knowledgeable about the type of equipment.
9. When equipment is placed out of service following an injury or accident to a member, it shall not be repaired or in any way tampered with until the investigation into the injury is complete. This is particularly important with regards to SCBA, where the amount of air left in a cylinder, the position of valves, or the strength left in batteries could be a very important factor for the investigators.
10. Any officer or member authorized to make repairs to out of service equipment shall complete the back of the Out of Service Tag, being sure to include as much detail as possible. Additional sheets of paper should be used if necessary. Where an outside vendor is used to service the equipment, the vendor should be asked to preserve the tag. Upon return of the repaired item, the vendor’s invoice along with any supplied documentation should be stapled to the tag.
11. The officer or member removing an Out of Service Tag from equipment shall inspect the equipment before hand to ensure that the problem has been fixed. If the officer or member is not sure, the tag should not be removed.
12. Upon completion of repairs and/or inspection, the Out of Service Tag shall be placed in the appropriate file to document the work that was performed. Both ends of the tag should be stapled together and retained in the appropriate file for future reference.