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| **Lockout Tagout Procedures (FD Facilities)** | 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:Applicable KT Regulations: 803 KAR 2:309 |
| OSHA: 29 CFR 1910.147 |
| NFPA Standard: 1500  |
| Date Implemented: | Review Date: |

1. **Purpose:** This procedure establishes the minimum requirements for lockout tagout whenever maintenance or servicing is done on machines or equipment at Fire Department facilities, whether the isolation required is for electrical, chemical, thermal, hydraulic, pneumatic and gravitational energy.

The procedure shall be used to ensure that the machine or equipment is stopped, isolated, and locked out tagged out before employees perform any servicing or maintenance where the unexpected energization, use, or start-up of the machine or equipment or release of stored energy could cause injury.

1. **Policy:** It is the policy of the fire department to comply with all NFPA and OSHA requirements pertaining to lockout tagout.
2. **Definitions**
3. **Authorized Employee:** Employees who are authorized to lockout and tagout equipment or machinery.
4. **Affected Employees:** Employees who operate machinery or equipment upon which lockout or tagging out is performed under this program.
5. **Lockout device:** A device that utilizes a positive means such as a lock, either key or combination type, to secure and isolate a switch, valve, or device in such a way that it physically prevents the transmission or release of energy or product.
6. **Tagout device:** A prominent visual device that can be securely fastened to a switch, value or device that communicates the fact that the switch, valve or device has been isolated and should not be operated, adjusted, or changed, but does not physically prevent energy or product from being transmitted.
7. **General**
8. The following lockout tagout procedure is provided to guide the members of the Fire Department to safely perform lockout tagout in fire department facilities while meeting the minimum requirements of standard 29 CFR 1910.147. These procedures are not for use at emergency incidents that occur off site from fire department facilities.
9. All personnel shall be trained in this procedure, and receive annual refresher training.
10. The Fire Department Safety Officer shall be responsible for identifying all equipment that may need to be locked out tagged out, and ensuring these procedures are adequate, or for recommending changes to these procedures.
11. The Fire Department Safety Officer shall periodically inspect and evaluate compliance with this procedure.
12. All lockout tagout training shall be documented.
13. **Compliance with this Program**
14. All employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout tagout.
15. Employees who are authorized to service and/or maintain equipment are required to perform the lockout tagout procedures in accordance with this procedure.
16. All employees, upon observing a machine or piece of equipment which is locked out or tagged out to perform servicing or maintenance shall not attempt to start, energize, or use that machine or equipment.
17. All lockout devices shall be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (color) and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (shape), shall be accompanied by a tagout device that contains the name of the authorized employee responsible for the lackout tagout, and provide contact information such as a cellphone or extension number.
18. All tagout devices shall be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (color) and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (shape), shall contain the name of the authorized employee responsible for the lackout tagout, and provide contact information such as a cellphone or extension number.
19. When the energy isolating devices are not lockable, tagout shall be used.
20. When a tagout device is used on an energy isolating device which is incapable of being locked out, the tagout device shall be attached at the same location that the lockout device would have been attached. If tagout devices are used with energy isolating devices designed with the incapability of being locked, the tag attachment will be fastened at the same point at which the lock would have been attached.
21. **Sequence of Lockout Tagout**
22. When it is necessary to service or maintain a machine or equipment that must be shut down and locked out, the employee authorized to perform the service or maintenance shall notify all affected employees that servicing or maintenance is required, and that the machine or equipment must be shut down and locked out tagged out to perform the servicing or maintenance.
23. The authorized employee shall comply with the manufacturer’s directions to identify the type and magnitude of the energy that the machine or equipment utilizes, shall understand the hazards of the energy, and shall know the methods to control the energy.
24. If the machine or equipment is operating, it shall be shut it down by the normal stopping procedure (depress the stop button, open switch, close valve, etc.).
25. De-activate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s).
26. Lock out the energy isolating device(s) with assigned individual lockout devices and/or tagout devices.
27. Stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.
28. Ensure that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the pushbutton or other normal operating control(s) or by testing to make certain the equipment will not operate.
29. *Caution: Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.*
30. The machine or equipment is now locked out.
31. **Restoring Equipment to Service**
32. When the servicing or maintenance is completed and the machine or equipment is ready to return to normal operating condition, the following steps shall be taken.
33. Check the machine or equipment and the immediate area around the machine to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.
34. Check the work area to ensure that all employees have been safely positioned or removed from the area.
35. Verify that the controls are in neutral.
36. Remove the lockout devices and reenergize the machine or equipment. Note: The removal of some forms of blocking may require re-energization of the machine before safe removal.
37. Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for used.
38. **Lockout Tagout Procedure for Electrical Plug-Type Equipment**
39. For all electrical plug-type equipment such as battery chargers, some product pumps, office equipment, powered hand tools, powered bench tools, lathes, fans, etc., the following procedure shall be followed to prevent accidental or sudden startup:
40. Unplug the electrical equipment from wall socket or in-line socket.
41. Attach "Do Not Operate" tag and lockout device on the end of the power cord.
42. *An exception is allowed if the cord & plug remain in the exclusive control of the employee working on, adjusting or inspecting the equipment*.
43. Test the equipment to make sure power source has been removed by depressing the "Start" or On" Switch.
44. Perform the required operations.
45. Replace all guards removed.
46. Remove lockout device and tag.
47. Inspect power cord and socket before plugging equipment into power source. Any defects must be repaired before placing the equipment back in service.
48. **Fire Chief and Fire Department Safety Officer**
49. Only the employee that locks out tags out machinery, equipment or processes may remove his/her lock and tag.
50. Should the employee leave the facility before removing his/her lock and tag, the Fire Department Safety Officer should be immediately notified.
51. The Fire Department Safety Officer shall be required to exercise due diligence in investigating the circumstances, and may remove the lock and/or tag.
52. The Fire Department Safety Officer must be assured that all tools have been removed, all guards have been replaced and all employees are free from any hazard before the lock and tag are removed and the machinery, equipment or process are returned to service.
53. As part of his/her due diligence, the Fire Department Safety Officer shall endeavor to contact the employee who placed the lockout tagout prior to removing it, and shall ensure that the employee is notified of the situation.
54. Where the Fire Department Safety Officer cannot determine that it is safe to remove the lockout tagout, the lockout tagout shall remain in place.
55. In the absence of the Fire Department Safety Officer, the Fire Chief may remove the lock and/or tag.