

<b>LOCKOUT/TAGOUT</b>		<b>TROY FIRE DEPT. TACTICAL PLAN 211.05</b>
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**PURPOSE:**

Effective lockout/tagout procedures will protect emergency services personnel during machine and equipment extrications where unexpected energization, start-up, or release of stored energy could occur and cause injury, as well as while working on or near de-energized electrical conductors and parts of electrical equipment. Hazards being guarded against include being caught in, being crushed by, being struck by, being thrown from, or contacting live electrical circuits or parts.

Whenever any firefighter is exposed to possible contact with parts of fixed electrical equipment or circuits that have been de-energized, the circuits energizing the parts shall be locked out and tagged. See Rule 408.14004 of the General Industry Standard, Part 40, Electrical Safety-Related Work Practices.

When disconnecting means or other devices are incapable of being locked out, a firefighter shall be assigned to supervise the disconnecting means and prevent unauthorized or inadvertent application of power. A tag shall be used that clearly prohibits unauthorized energizing of the circuits and removal of tag. Only tags furnished by the City which meet the requirements of 29CFR1910.147 shall be used. All firefighters will be trained in the use and limitations of tags and be able to understand and comply with the hazard warning on tags. All rules and procedures that apply to "Lockout" shall also apply to "Tagout".

**I. LOCKOUT PROCEDURES AND TECHNIQUES:**

The following procedures shall be followed in preparation for lockout. A survey must be made to locate and identify all energy sources and their isolating devices to be certain which switch or valve applies to the machine or equipment to be locked out.

If the machine/equipment is operating, shut it down by the normal stopping procedure. The firefighter shall locate all switches, valves, or other isolating devices and apply adequate hardware (locks and tags). The lockout devices shall be applied so that they will hold the energy isolating switches in the "Off" position.

All stored or residual energy rams, flywheels, springs, pneumatic, or hydraulic systems, etc. shall be blocked or dissipated. If there is a possibility of re-accumulation of stored energy, verification of isolation must continue until the work is completed. Prior to starting work and ensuring the safety of other personnel, the authorized employee shall

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attempt to operate the start-up to make certain that it will not operate. After this test, return all controls to the “Off” position.

**II. REMOVAL OF LOCKOUT DEVICES:**

After the firefighters have completed their work, they shall do the following:

- Notify the responsible person at the facility that the affected machine should not be used.
- If the Fire Department’s lock must be removed, and the employee who is responsible for the machine is not available, a supervisor shall be located. The supervisor shall be informed that the Fire Department removed our lock and that they will have to provide a lock and follow their lockout tagout procedures.

**III. ADDITIONAL REQUIREMENTS:**

On cord and plug equipment, the plug must be in the exclusive control or sign of the employee doing the work.

**IV. TAGOUT PROCEDURES:**

When equipment cannot be locked out, then a tag may be used with a safety level at least equal to that obtained by lockout: i.e., extra safety procedures will be instituted. Only tags furnished by the City which meet the requirements of 29CFR1910.147 will be used. All employees will be trained in the use and limitations of tags and be able to understand and comply with the hazard warning on the tags. All rules and procedures, which apply to “lockout”, shall also apply to “tagout”.