

# Standard Operating Procedures Manual

## **City of Poquoson Fire and Rescue**



### **City of Poquoson Fire and Rescue**

830 Poquoson Ave.  
Poquoson, VA 23662  
757-868-3510  
F757-868-3514

### **GENERAL ADMINISTRATION**

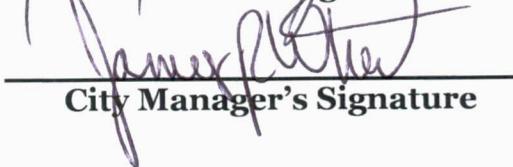
**SOP#:** EO 12.0

**Title:** LOCK OUT / TAG OUT

**Effective Date:** 9/13/2023

**Revised Date:**

  
**Fire Chief's Signature**

  
**City Manager's Signature**

### **LOCK OUT / TAG OUT**

#### **I. PURPOSE**

All Fire personnel are responsible for understanding and using lockout/tagout procedure. This SOP applies to all Fire personnel, Mechanical and any contractors who may perform service and/or maintenance on vehicles, motorized or electrically energized equipment within the fire house or emergency incidents, and all other circumstances where lockout/tagout applies.

This guideline establishes the controls for lockout/tagout of hazardous energy and the use of energy isolating devices on machines and equipment capable of "unexpected" start up or release of stored energy. Effective hazardous energy control procedures will protect all workers potentially exposed to unexpected energization or release of stored energy which could cause injury to employees during the servicing or maintenance of machines, equipment or systems, as well as while working on or near exposed de-energized electrical conductors and parts of electrical equipment.

When the Poquoson Fire Department is called upon for an incident involving equipment or materials using energized electrical current or any other stored or residual energy, safety of our members is paramount.

This guideline also aims to establish a procedure for the removal of damaged, unsafe, or inoperable equipment from service within the Fire Department and fire alarm signaling systems and/or fire suppression systems throughout the City. Equipment or systems will only be reintroduced after proper inspection and/or repairs.

This SOP is not all-inclusive and cannot encompass all situations that may be encountered.

## **II. POLICY/POSITION**

This program is instituted to protect all firefighters while servicing or maintaining machines, equipment, valves, pipes, and wires where the unexpected energization, start up, or release of energy could cause injury to persons or property; and to establish minimum performance requirements for the control of hazardous energy. The Poquoson Fire Department is committed to removing unsafe equipment from service until investigations are complete, and the equipment is inspected and repaired.

The program conforms to 29 CFR 1910.147 CONTROL OF HAZARDOUS ENERGY SOURCES and NFPA Standard 1500

## **III. RESPONSIBILITIES**

Only authorized employees shall be permitted to perform maintenance or servicing that requires lockout/tagout. Authorized employees shall be trained in the correct lockout/tagout procedures. Each new employee will be trained on the purpose and use of lockout/tagout by Poquoson Department Training Officer or his designee and will receive training every three (3) years.

## **IV. PROCEDURES**

The OSHA regulations require that a lockout/tagout procedure be performed for any equipment operable by employees while someone is working on it.

### **i. The general procedures will be followed in sequence:**

1. Identify machines or equipment that contain stored energy that shall be turned off or shut down.

# **Standard Operating Procedures Manual**

## **Policy # EO 12**

## **Lock Out/Tag Out**

2. Notify all affected employees / Command that servicing, maintenance or rescue operations are required on a machine or equipment and that the machine or equipment must be shut down and locked out.
3. The employee/firefighter shall identify the type and magnitude of the energy that the machine or equipment utilizes, understand the hazards of the energy, and know the methods to control the energy.
4. If the machine or equipment is operating, shut it down by the normal stopping procedure (depress the stop button, open switch, close valve, etc.).
5. De-activate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s).
6. Lock out the energy isolating device(s) using LO/TO kit located on Battalion 1 unit.
7. 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.
8. 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 push button or other normal operating control(s) or by testing to make certain the equipment will not operate.

**Caution:** Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.

9. The machine or equipment is now locked out.

### **ii. Lockout/Tagout procedure for Motor Vehicles/Apparatus:**

1. The key must be removed from the ignition to prevent accidental starting of the vehicle while work is being performed.
2. A sign is to be posted on the STEERING WHEEL reading "WARNING - DO NOT START VEHICLE UNLESS AUTHORIZED TO DO SO BY THE MECHANIC" or "WARNING - VEHICLE BEING SERVICED, DO NOT START."
3. Apparatus with tilt cabs shall be equipped with a positive means of

support, permanently attached and capable of being locked in position to prevent the lowering of the body during work

4. Vehicles with Hydraulic or Air Implement Systems: Linkage and parts requiring work under raised linkage, parts or machine, shall be blocked with external supports. Never allow anyone to walk under or near unblocked raised equipment.
5. Vehicles Lacking Supports: A tagout will be required if the implement is raised and the vehicle contains no support system.

### **iii. Lockout/Tagout procedure for Electrical and Mechanical Equipment at or near the Rescue Site/Emergency Scene**

1. When operating in or around devices requiring lock out tag out such as agricultural and mechanical devices seek employees or manufacturer's recommendations for proper lockout/tagout
2. When more than one company is operating at an incident where lockout/tagout guidelines are in use, the Incident Commander shall assign the principal responsibility of energy control to the Officer of one company. If on scene, this responsibility shall be given to the Safety Officer.
3. Tags do not provide the physical restraint provided by a lock. Use of tags alone may evoke a false sense of security. Tags must be secured to the energy-isolating device so that they cannot be accidentally detached.

**WARNING:** If a lock cannot be attached to the device, a tag shall be applied and a member with a portable radio shall be posted to provide security.

### **iv. Lockout/Tagout procedure for elevator equipment during fire department operations including extrications**

**Any time the fire department is involved in an elevator emergency the main breaker shall be shut off prior to any operations.**

### **v. Tagout procedure for Equipment**

#### **a. Definitions:**

**As soon as practical:** Without neglecting emergency duties, training, or returning to quarters, equipment is removed immediately or as soon as possible, with an Out of Service Tag.

**Equipment:** Refers to portable tools and appliances used by the Fire Department, excluding apparatus or fixed equipment on an apparatus (e.g., chargers, generators).

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

b. Procedure for Placing Equipment Out Of Service:

1. Members discovering damaged or unsafe equipment must immediately tag it as "Out of Service" and secure it.
2. If equipment causes injury, it must be removed from service, secured, tagged, and kept in a secure location for investigation.
3. The member attaching the Out Of Service Tag must complete required information, log the issue, notify an Officer, and remove the item from the apparatus.
4. Equipment tagged as "Out of Service" should not be used by any member for any purpose.

c. Procedure for Returning Equipment to Service:

1. Only the Chief Officer, Officer, or authorized personnel can remove an Out of Service Tag.
2. Equipment involved in an injury cannot be tampered with until the injury investigation is complete.
3. Authorized personnel making repairs must complete the back of the Out of Service Tag with detailed information.
4. The officer or personnel removing the tag must inspect the equipment to ensure the issue is resolved.
5. Upon completion of repairs and inspection, the Out of Service Tag should be retained and turned in to Fire Administration.

vi. **Lockout/Tagout procedure for devices, appliances, equipment, fire alarm signaling systems and/or fire suppression systems that are damaged, non-functional, or potentially unsafe for use.**

1. Any device, appliance, equipment, fire alarm signaling system and/or fire suppression systems, i.e., sprinklers, kitchen hoods/fire suppression systems that are determined by department personnel to be a fire hazard and/or present a risk to life shall be placed out of service. The Company/Station Officer working the incident will complete the LO/TO tag providing accurate, detailed information regarding the specific problem(s)

# Standard Operating Procedures Manual

## **Policy # EO 12**

## **Lock Out/Tag Out**

and attach the tag to the equipment in a prominent place, if possible, close to the operating controls. The individual issuing the tag shall print their name on the back of the red tag. If technical assistance is needed, the on-duty Master Firefighter and/or a member of Fire Prevention should be consulted.

2. The Station Officer or Battalion Chief (or designee) shall speak with the owner or responsible party to advise them of the circumstances that have required the tag to be installed, and that the device, appliance, equipment or system should not be used until the defect has been repaired/replaced and the tag removed by Fire Department personnel. They shall also explain to the owner or responsible party that a representative of a qualified company that completes the repairs shall print the company/contractor name on the back of the tag and sign it.
3. The LO/TO tag and information shall be properly documented in the narrative. The documentation shall include the device, appliance, equipment or system name, make and model, the reason for tagging and the name of the member issuing the tag.  
**After returning to the station, the entire department shall be notified by email that a tag has been issued. Dispatch will also be notified and supplied with the incident information to be added to notes for the associated address.**
4. If a fire alarm signaling system and/or fire suppression sprinkler system is out of service, the on-duty Battalion Chief or acting officer shall be notified first, and then the Deputy Chief shall be notified immediately by radio or phone as appropriate.
5. An incident report shall be created to document the trip and actions taken.

### Removal of LO/TO Tag from Private Residential Property:

1. Residential property owners shall normally request removal of a LO/TO tag by contacting the main department number (868-3510) as indicated on the tag. During normal office hours, these requests shall be forwarded to the on-duty Battalion Chief. The Company Officer on duty shall be notified if Battalion Chief is not available or if it is after hours, on holidays and on weekends. Requests for red tag removal made to a fire station or the 9-1-1

# **Standard Operating Procedures Manual**

## **Policy # EO 12**

## **Lock Out/Tag Out**

Center shall be forwarded to Fire Administration during normal office hours and to the Shift Battalion Chief or Company Officer after hours, on holidays and on weekends. Except in unusual circumstances, a Lieutenant or Master Firefighter will be assigned to handle the request for tag removal

2. When a request is made to remove a LO/TO tag from residential property, the applicable incident report shall be reviewed by the individual assigned to take such action.
3. If possible, the department member removing a LO/TO tag shall meet with the owner, responsible party, and/or repair technician and confirm that the documented hazard has been corrected and review a receipt of the work performed. Also, a copy of the receipt, if possible, shall be attached to the LO/TO tag. If the homeowner or responsible party makes the repairs, they shall sign the back of the LO/TO tag.
4. Department members assigned to remove the LO/TO tag should also, if possible, witness a demonstration that the equipment is in working order, and then remove the LO/TO tag.
5. The LO/TO tag removal shall be properly documented in an incident report. The information in the narrative, as well as on the back of the red tag, shall include date, time, contractor/company name, phone number and incident number. The incident number that triggered the LO/TO tag shall be referenced in the narrative of the LO/TO tag removal report. The tag shall then be forwarded to Prevention and Inspection. The individual removing the tag shall print their name on the tag.
6. An incident report shall be created to document the trip and actions taken.

Removal of LO/TO Tag from Commercial or Public Property:

1. Commercial property owners and responsible parties for public occupancies shall normally request removal of a LO/TO tag by contacting the main department number (868-3510) as indicated on the LO/TO tag. During normal office hours, these requests shall be forwarded to the on-duty Battalion Chief. The Officer

within Prevention and Inspection shall be notified if the on-duty Battalion Chief is not available or if it is after hours, on holidays and on weekends. Requests for tag removal made to a fire station or the 9-1-1 Center shall be forwarded to Fire Administration during normal office and hours and to the on-duty Battalion Chief or Company Officer after hours, on holidays and on weekends. Except in unusual circumstances, a Lieutenant or Master Firefighter will be assigned to handle the request for tag removal.

2. In most cases where a LO/TO tag has been issued, the Prevention and Inspection and/or the Building Official's Office shall inspect the item during regular business hours (Monday through Friday, 8:30 a.m. – 4:30 p.m.) prior to removing the LO/TO tag. Under special circumstances, a Master Firefighter or other department member may be assigned by the Prevention and Inspection staff to handle the inspection and tag removal process. The individual removing the tag shall print their name on the tag.
3. After hours, on holidays and on weekends, when requests for LO/TO tag removal are directed to the on-duty Battalion Chief, who shall contact Prevention and Inspection staff, who will make the necessary arrangements for its removal.
4. An incident report shall be created to document the trip and actions taken.

## **V. INCIDENT TERMINATION:**

1. At the termination of an incident the member assigned the principal responsibility of energy control shall be the last member to remove his/her lock. Prior to ordering the removal of the last lock the IC shall conduct a personnel accountability of all members operating at the incident.
2. The Incident Commander shall consider the ongoing status of the energy-isolating device prior to terminating the incident.
3. The IC shall decide if the equipment may be re-energized or if it shall be tagged out.

## **Standard Operating Procedures Manual**

### **Policy # EO 12**

### **Lock Out/Tag Out**

4. When the energy-isolating device remains tagged out, the tag shall include information as to why it has been affixed and who is authorized to remove the tag. For example, the tag affixed to the main power disconnect of a malfunctioning elevator would state, "To be removed by a license elevator mechanic ONLY."

**WARNING:** Only the Company Officer of the company that affixed the lock shall authorize its removal. All exceptions to this section shall be with the specific consent of the Incident Commander.