



GALENA FIRE DEPARTMENT  
Standard Operating Guideline  
**LOCK-OUT / TAG-OUT PROCEDURE**

**SOG: 022**

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**Purpose:** This procedure establishes the minimum requirements for the lockout of energy isolating devices whenever maintenance or servicing is done on machines or equipment, or in emergency situations involving entanglement or fire. It is used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources and locked out prior to servicing or maintenance, or in cases of patient care or fire suppression, where the unexpected energization or start-up of the machine or equipment, or release of stored energy, could cause injury. This Guideline is in compliance with OSHA 29 CFR §1910. 147, Lock-out/Tag-out Requirements.

### **General Sequence of Lockout**

Notify all affected employees that servicing or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out as a matter of safety and in order to facilitate servicing or maintenance.

The authorized employee shall refer to the company procedure 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.

If the machine or equipment is operating, shut it down by the normal stopping procedure (depress the stop button, open switch, close valve, etc.).

De-activate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s).

Lock out the energy isolating device(s) with assigned individual lock(s).

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.

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.**  
The machine or equipment is now locked out.

### **Restoring Equipment to Service**

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.

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.



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Check the work area to ensure that all employees have been safely positioned or removed from the area.

Verify that the controls are in neutral.

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.

Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for used.

### Emergency Scenes

Lockout/ tag out is required for all personnel who may have to operate at an emergency scene if any procedure could involve either patient or employee exposure to live electrical parts or exposure to a stored energy source on any machinery or equipment, or incidents relating to fire operations.

Whenever a situation is encountered that meets the above criteria upon arrival at the scene, Galena Fire Department personnel shall check to see if building/plant personnel or company personnel have begun the Lock-out/Tag-out procedure. If they have begun the procedure then GFD locks or tags shall be added to those already present.

If Lock-out/Tag-out procedures have not been initiated then the GFD personnel will initiate this guideline.

Notify all affected personnel that a Lock-out/Tag-out procedure is required and the reason why this is necessary (i.e. emergency). With the assistance of the building/plant personnel shut down the equipment using the normal shut-down procedure if you can assure that the person entangled, if applicable, will not be harmed further.

Operate the disconnect switch, valve, circuit breaker or other energy isolating device(s) so that the equipment is isolated from its energy source. Toggle switches, push buttons, and other types of control switches are not isolating devices.

Dissipate and isolate all stored energy, if applicable, such as that found in springs, elevated machine components, rotating parts, hydraulic systems and air, gas, steam, or water pressure. All stored energy must be dissipated or restrained by methods such as repositioning, blocking, bleeding down, etc.

Lock out the energy isolation devices with energy lockout device(s), located on Vehicles 111, 113, and 135 for Lock-out/ Tag-out procedures. If one or more crews are working at the same incident, then each crew will put their individual lock(s) and or tag(s) on the energy lockout device.

If it is impossible to use a secure a lock on a machine or equipment, another positive means of disconnecting the circuit or equipment must be used. Other positive means may include unplugging, disconnecting the conductors or removing fuses. In this case, the tag must be placed on the plug, conductor, fuse brackets, etc. If no positive means can be used placing a radio-equipped firefighter stationed at the controls to keep the machine/equipment from being activated.



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Only after the equipment has been properly Locked-out/Tagged-out shall emergency personnel begin to work to remove the victim. Always try to have a representative of the company where the incident is located to assist you with their expertise on the equipment.

Once the disentanglement of the victim has been completed, the equipment shall remain Locked-out/Tagged-out until proper notification is made and a complete investigation has been completed. A photograph of the Lock-out/Tag-out equipment shall be taken for evidence purposes before removal.

**Compliance With This Program**

All employees and emergency providers are required to comply with the restrictions and limitations imposed upon them during the use of lockout. Authorized employees and emergency providers are required to perform the lockout in accordance with this procedure. All employees, upon observing a machine or piece of equipment which is locked out to perform servicing or maintenance shall not attempt to start, energize, or use that machine or equipment.