

# SOUTH PORTLAND FIRE DEPARTMENT

## STANDARD OPERATING GUIDELINES

<b>SOG #:</b>	6.317	<b>Effective Date:</b>	2/15/2022
<b>Title:</b>	Lockout – Tagout	<b># of pages:</b>	2
<b>Category:</b>	Safety	<b>Classification:</b>	Red

1. **PURPOSE:** To provide guidance concerning the application of Lock Out Tag Out (LOTO) procedures and equipment for both emergency response and non-emergency operations.
2. **PROCEDURES:**

### **Definitions:**

**Lock out:** A method of keeping equipment from being set in motion and endangering workers, this may take the form of an employee standing by or utilizing a *lock* device to secure the equipment.

**Tag out:** A written tag attached to an energy isolating device to warn against re-energizing.

**Hazard Assessment:** It is expected that most emergency responses which require LOTO will be to industrial and commercial occupancies. These occupancies should already have LOTO procedures in place or be equipped with the necessary equipment and abilities to implement them. *It is expected that the Fire Dept. will build on these existing procedures.* In the event that this does not occur each permanent engine is equipped with an assortment of LOTO material in a LOTO kit. \

**LOTO situations:** LOTO procedures shall be utilized whenever we perform operations in proximity to machinery which could injure us by:

- Unexpected start up of the machinery
- Release of stored energy
- Release of material from the machinery
- Guards or safety devices are removed or bypassed
- Body parts in position where they could be caught by moving machinery

**Basic LOTO Process:** The basic LOTO process involves Command determining the need and ordering that;

- Machinery may be isolated from its power source, frequently by use of a circuit breaker or power switch.
- LOTO devices be applied to prevent re-energizing
- stored energy be controlled by releasing or blocking
- control be maintained until the machinery is safe to re-energize

In its most basic form a firefighter may be assigned to turn off the electrical power and standby the switch to prevent re-energizing without the approval of Command.

**Industrial & Commercial Application:** In events involving a commercial or industrial setting it is imperative that Command consult with knowledgeable personnel from the facility. These personnel are the ones familiar with the hazards and solutions to the problems posed by the machinery. In most cases the facility personnel should take the lead in deciding how and where to isolate the machinery. We will most likely add our locks to their existing LOTO system as well as a firefighter to monitor.

**Non – industrial Application:** In the event that there is not a recognized expert available to provide information concerning LOTO for the machinery then the Fire Department shall take the lead. We will utilize our own LOTO equipment as the primary control method.

**Standard Fire Department LOTO procedure:**

- Perform a size-up and determine the need for LOTO based on hazards and Incident Action Plan
- Consult with facility personnel as available concerning possible LOTO methods
- Determine what types and amount of energy are involved, the hazards of that energy and how it may be controlled
- As required, safely shut down any operating machinery
- Install energy isolating devices to prevent re-energizing using facility equipment or Fire Dept. equipment
- Apply locks from the Fire Dept. LOTO kit to the energy isolating devices
- If more than one agency is involved, each should have a lock applied
- Each Fire Dept. lock is equipped with two keys. Both keys shall be brought to the Safety Officer. If no Safety Officer has been designated the keys shall go to Command. One key may be then placed with the Operation or Extrication Officer.
- In the event that adequate means are not available to LOTO a specific energy isolating device, a radio equipped firefighter shall be assigned to prevent re-energizing equipment without approval of Command.
- No LOTO locks may be removed or the machinery re-energized with out the permission of Command, regardless of who has the key(s)
- After LOTO locks have been placed then efforts must be made to control any stored energy such as blocking up weights, bleeding pressure, dissipating extreme heat or cold etc.
- After emergency operations are complete no machinery shall be restarted with out approval from Command and consultation with the representatives of the affected facility.

3. REFERENCES:

- None

By Order Of:

A handwritten signature in blue ink, appearing to read "Jim Wilson". The signature is written in a cursive, flowing style.

James P. Wilson  
Fire Chief