SOUTH PORTLAND FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES

SOG #:	6.318	**Effective Date:**	1/14/2019
Title:	Vehicle & Equipment Lockout / Tagout	**# of pages:**	13
Category:	Administration	**Classification:**	Red

1. PURPOSE: To ensure all employees are aware and follow the Lockout/Tagout procedures for

2. POLICY: See Below

3. PROCEDURES: See Below

4. REFERENCES:

    - Town of Scarborough

By Order Of:

James P. Wilson
Fire Chief

South Portland Fire Department

Vehicle & Heavy Equipment Lockout / Tagout Program

Lockout / Tagout Program

1. PURPOSE

The purpose of this program is to protect employees of the South Portland Fire Department from injuries while servicing and maintaining equipment.

2. SCOPE

The program establishes requirements for hazardous energy control. It is to be used to ensure that machines and equipment are isolated from all potentially hazardous energy sources whenever servicing or maintenance activities are performed in or around specific areas of machine's or equipment.

3. RESPONSIBILITY

1. The Fire Department Mechanic is designated as the Program Coordinator for this organization involving maintenance of equipment.
    a. Maintain an adequate supply of padlocks and DANGER tags for use each time a lockout process is performed. Padlocks and tags are located in the maintenance facility.
    b. Conduct the annual inspection and review as required by section 7.
2. Each employee is responsible for learning and following the procedures and practices developed under this program. Notify the Program Coordinator prior to a lockout process.

4. BASIC LOCKOUT PRINCIPLES

All equipment must be locked out to protect against accidental or inadvertent operation, when operation could cause injury to personnel. Locks are to be applied and removed only by the authorized employee who is performing the servicing or maintenance.

No one should attempt to operate locked-out equipment.

Disciplinary action will occur if any employee violates these procedures, regardless of whether or not physical harm or equipment damage results.

Lockout devices (padlocks) with an appropriate DANGER warning tag shall be used only for energy control. Prior to the servicing or maintenance of equipment a padlock and DANGER warning tag will be obtained from the Program Coordinator. Each padlock will be keyed differently with no master key.

In the event that a locked and/or tagged out piece of equipment is needed after hours or on a day that the individual that applied the lock and or tag is not at work, the Program Coordinator or designee is authorized to remove a lock and/or tag from equipment after speaking with the individual who applied the lock and/or tag.

5. TRAINING

Each **authorized employee** will be trained in the recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation and control.

Each **affected employee** shall be instructed in the purpose and use of the energy control procedure.

- **Affected employee.** An employee whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or Tagout, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.
- **Authorized employee.** A person who locks out or tags out machines or equipment in order to perform servicing or maintenance on that machine or equipment. An affected employee becomes an authorized employee when that employee's duties include performing servicing or maintenance covered under the standard.

All other employees who do not work in areas where lockout may be used will be provided a brief overview of the lockout program.

Training in lockout will be given to all new employees as a part of their orientation. Retraining will be conducted whenever there is a change in job assignment, a change in machinery or equipment or process change that presents a new hazard.

Training records will be kept for all employees covered under the standard.

6. LOCKOUT PROCEDURES

A. SEQUENCE OF LOCKOUT:

B. The following are specific procedures to be followed for lockout.

1. Notify the Program Coordinator
2. Notify all affected employees that lockout is going to be utilized and the reason why.
3. If the machine/equipment is in operation, shut it down by the normal shutdown procedure.
4. Operate the appropriate switch, valve, etc., so that the machine/equipment is isolated from the energy source.
5. Lock the energy isolating devices, using assigned locks, danger tags, and steering wheel covers where applicable.
6. Release, restrain, or dissipate any stored energy in area of machine work is being performed.
7. Verify that energy isolation is complete.
8. After testing, return all operation controls to the "neutral" or "off" positions.

RESTORATION TO NORMAL:

1. After service or maintenance is complete, check the area to ensure that no employees are exposed.
2. Remove all tools and repair equipment.
3. Ensure that all guards have been replaced and all safety interlocks reactivated (if so equipped).

4. Verify that the operating controls are in the "off" or neutral position.
5. Remove all lockout and tag devices and activate the energy isolation devices to restore energy.

7. PROGRAM INSPECTION AND REVIEW

At least annually, the Program Coordinator will verify the effectiveness of the energy control procedures. These inspections shall provide for a demonstration of the procedures and may be carried out through random audits and observations.

The inspector will review the Hazardous Energy Control Procedure with all authorized employees and actually observe the use of the procedure. This inspection will be certified and documented by the inspector using a Hazardous Energy Control Lockout Program Inspection form (attached).

These inspections are to ensure that the energy control procedures are being properly used and to provide a check on the continued adherence to the procedures. The Shop Supervisor will certify that the prescribed inspections have been performed. Any deficiencies will be corrected immediately, either by modification of the procedure, retraining of employees, or a combination of both.

Annual Lockout / Tagout Administrative Review Form (attached)

8. OUTSIDE CONTRACTORS

Outside personnel or contractors involved in lockout of equipment or machinery that affects our employees must submit their energy control procedures, in writing, to the Program Coordinator. All affected employees must be trained in and familiar with the contractor's submitted procedure.

In order to protect our employees, the contractor's work area will be isolated, and access by our employees will be restricted. If this is impractical or cannot be accomplished, the Program Coordinator must assure the contractor's compliance with proper work procedures, energy isolation procedures and contractor employee compliance. Contractors failing to adhere to the provisions of the OSHA Hazardous Energy Control standard will be asked to terminate their work until their program is brought into compliance.

All Departments

Lockout / Tagout Procedure for Cars, Light Trucks

	Yes	No	N/A
1. Notify Operator(s) and Supervisor(s) of Lockout			
2. Fill out Tagout Tag			
3. Put vehicle in work area location			
4. Place vehicle in Park position			
5. Stop engine, turn ignition key to off position and remove keys			
6. Hang Tagout Tag on steering wheel cover and lock cover in place with padlock, put vehicle and padlock keys in a safe location			
7. Chock tires to prevent rolling			
8. When electrical or fabrication work is being done, isolate battery from vehicle and tie back connectors to prevent accidental contact with terminal			

Put Vehicle back in Service as follows:

	Yes	No	N/A
1. Be certain all tools and rags are picked up			
2. Connect vacuum tube to vent exhaust out of building			
3. Reconnect battery (if applicable)			
4. Replace ignition key, start and test operations			
5. Remove exhaust tube			
6. Remove tire chocks			
7. Remove steering wheel cover, Tagout Tag and padlock			
8. Notify Supervisor(s) and Operator(s) that unit is ready for use			

Certification Statement for Working on Cars, Light Trucks & Vans

I hereby attest that I have read, understood and followed the information provided to me regarding these standard operating procedures including the potential hazards associated with the work involved and the necessary precautions to prevent injuries.

_____ _____ _____

Signature Printed Name Date

Lockout / Tagout Procedure for Small Engines (e.g. Saws, Pumps, Mowers)

	Yes	No	N/A
1. Notify Operator(s) and Supervisor(s) of Lockout			
2. Fill out Tagout Tag			
3. Hang Tagout Tag on pull start handle			
4. Release any stored energy and apply safety locks when possible			
5. When electrical or fabrication work is being done, isolate battery from unit and tie back connectors to prevent accidental contact with terminal			

Put Small Engine back in Service as follows:

	Yes	No	N/A
1. Be certain all tools and rags are picked up			
2. Reconnect battery (if applicable)			
3. Remove s Tagout Tag			
4. Start and test operation			
5. Notify Supervisor(s) and Operator(s) that the unit is ready for use			

Certification Statement for Working on Small Engines

I hereby attest that I have read, understood and followed the information provided to me regarding these standard operating procedures including the potential hazards associated with the work involved and the necessary precautions to prevent injuries.

_____ _____ _____

Signature Printed Name Date

Lockout / Tagout Procedure for Fire Trucks

	Yes	No	N/A
1. Notify Operator(s) and Supervisor(s) of Lockout			
2. Fill out Tagout Tag			
3. Put truck in work area location			
4. Place truck in neutral position			
5. Set parking brake			
6. Chock tires to prevent rolling			
7. Connect vacuum tube to vent exhaust out of building			
8. Place aerial device in position needed for repairs if applicable, set jack stands and proper blocking for safety			
9. Stop engine, turn ignition key to key on / engine off position			
10. Move controls through all functions to relieve all hydraulic pressure			
11. When working on air system release all stored air pressure from systems			
12. Turn ignition key to off position and remove keys			
13. Hang Tagout Tag on steering wheel cover and lock cover in place with padlock, put truck and padlock keys in a safe location			
14. When electrical or fabrication work is being done, isolate battery from vehicle and tie back connectors to prevent accidental contact with terminal			

Put Truck back in Service as follows:

	Yes	No	N/A
1. Be certain all tools and rags are picked up			
2. Connect vacuum tube to vent exhaust out of building			
3. Reconnect battery (if applicable)			
4. Replace ignition key, start and test operations			
5. Remove jack stands and blocks (if applicable)			
6. Remove exhaust tube			
7. Remove tire chocks			
8, Remove steering wheel cover, Tagout Tag and padlock			
9. Notify Supervisor(s) and Operator(s) that the truck is ready for use			

Certification Statement for Working on Fire Trucks

I hereby attest that I have read, understood and followed the information provided to me regarding these standard operating procedures including the potential hazards associated with the work involved and the necessary precautions to prevent injuries.

_____	_____	_____
Signature	Printed Name	Date

Lockout / Tagout Procedure for Single Energy Source (e.g., Electrical Panels, Air Compressors, Parts Washers)

	Yes	No	N/A
1. Notify Operator(s) and Supervisor(s) of Lockout			
2. 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 so that the machine or equipment is isolated from the energy source.			
3. Tag and Lockout the energy isolating device with Tagout Tag			
4. 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.			
5. Ensure that the equipment is disconnected from the energy source by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or other normal operating controls or by testing to make certain the equipment will not operate.			
6. Return operating control to neutral or "off" position after verifying the isolation of the equipment.			

Put Single Energy Source back in Service as follows:

	Yes	No	N/A
1. 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.			
2. Check the work area to ensure that all employees have been safely positioned or removed from the area.			
3. Verify that the controls are in neutral.			
4. Remove the lockout devices and reenergize the machine or equipment.			
5. The removal of some forms of blocking may require re-energization of the machine before safe removal.			
6. Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.			

Certification Statement for Working on Single Energy Source

I hereby attest that I have read, understood and followed the information provided to me regarding these standard operating procedures including the potential hazards associated with the work involved and the necessary precautions to prevent injuries.

_____ _____ _____

Signature Printed Name Date

Lockout / Tagout Program Annual Administrative Review

Facility: Fire Department Maintenance **Date: _____**

The Lockout / Tagout procedures for this facility have been reviewed for necessary changes. Each piece of equipment is listed and the required Lockout / Tagout isolation points (valves, breakers, disconnects, etc.) are properly identified.

Responsible Manager: _____

The following changes have been made: (if no changes write "None")

EQUIPMENT	CHANGES MADE

Lockout / Tagout Program Inspection

At least annually an inspector will review the Hazardous Energy Control Procedure with all authorized employees and actually observe the use of the procedure.

Employee Name	Followed Procedure Yes/No	Comments/Deficiencies	Date Corrected