



NORFOLK VOLUNTEER FIRE DEPARTMENT, INC

119 YEARS OF SERVICE

JULY 1902 - JULY 2021



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Lock out/Tag Out policy

Lock Out/Tag Out This policy is intended to provide specific practices and procedures to safeguard personnel from equipment becoming unexpectedly energized, the start-up of machinery and equipment, or the release of hazardous energy during emergency and non-emergency operations.

Personnel can be seriously or fatally injured if machinery or equipment they are working with becomes unexpectedly energized, starts-up or releases stored energy. The stored energy sources include electrical, mechanical, hydraulic, pneumatic, chemical, thermal, and others.

Situations requiring device lock-out:

- A. When a device or piece of equipment is not operating in its designed capacity and could injury any employee who attempts to use the device. This includes department fire and rescue apparatus that are unsafe for travel on public ways or are unable to carry passengers safely.
- B. When a device or piece of equipment is being broken, requiring serviced and/or the safety features have been disabled in any way.
- C. When the department responds to an emergency scene where employees are required to interact with machines, devices, or utilities that are powered by electrical, chemical, thermal, hydraulic, or other energy types.

Emergency Incident Procedure:

This requires that designated fire department personnel (company officers, chiefs, etc.) work with facility personnel to turn off and disconnect the machinery or equipment from its energy source(s) before working in and around the equipment. This also requires that designated fire department personnel install lock-out/tag-out the energy isolating device(s) to prevent the release of hazardous stored energy and take steps to verify that the energy has been effectively isolated.

Upon arrival at an emergency incident involving machinery or equipment that was or is involved in fire or entrapment of victims, the company officer or firefighter shall retrieve the lock-out/tag-out equipment that is located on Engine 40 & Squad 20. The Officer in Charge must work closely with facility personnel familiar with the lock-out/tag-out procedures specific to the equipment or machinery that is involved to ensure the following:

- A. All energy sources to the machinery or equipment have been de-energized.
- B. The Officer in Charge places fire department lock-out/tag-out equipment to secure energy sources.
- C. Verify that all energy sources have been secured.
- D. The Officer in Charge holds the keys and controls the fire department's lock-out/tag-out equipment.
- E. Once fire department operations have been completed, remove the fire department's lock-out/tag-out equipment and turn the machinery or equipment back over to facility personnel.

Non-Emergency/Service/Maintenance Procedure:

A. Notify all affected personnel that servicing or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.

B. The authorized person shall refer to the manufacturer's 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.

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

D. Deactivate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s).

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

F. 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.

G. 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.

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

I. The machine or equipment is now locked out.

Restoring Equipment to Service:

A. 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.

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

C. Verify that the controls are in neutral.

D. Remove the lockout devices and reenergize the machine or equipment. The removal of some forms of blocking may require repowering of the machine before safe removal. E. Notify affected personnel that the operation is completed and the machine or equipment is ready for use.

Keeping Equipment Out of Service:

If equipment is deemed unsafe the equipment shall remain in the off position. The equipment shall be secured with tie wraps and a tag stating that the equipment should remain out of service until serviced by authorized personnel.

Authority

The only person that shall have the authority to remove the lock or tag from a piece of equipment or machine is the individual who originally locked out the device. In the event that this individual has left the immediate area, the Officer in Charge may authorize the removal of the locking device or tag, however only before:

A. Making a valid attempt to contact the individual who originally locked out the device.

B. If that person cannot be reached, the Officer in Charge must ensure that all tools have been removed, all guards have been replaced and all personnel are free from any hazard before the lock and tag are removed and the machinery, equipment or process are returned to service.

In the event that a lockout, tag-out situation occurs during normal operations (not at the scene of an emergency), the Chief of the Department or Safety Officer will fill the Officer in Charge's role described above.

Training:

Employees not authorized to perform LOTO procedures are referred to as "affected" employees. All affected employees shall be instructed in the purpose and use of the LOTO procedure. Instruction for affected employees will also include the prohibition of:

- Attempts to restart or re-energize machines or equipment that have been locked/tagged out by an authorized employee
- The use or removal of LOTO equipment by non-authorized employees