

Lock Out/Tag Out

This procedure establishes the minimum requirements for lockout tagout whenever maintenance or servicing is done on apparatus/machine or equipment at Fire Department facilities, whether the isolation required is for tilting the cab, electrical, chemical, thermal, hydraulic, pneumatic and gravitational energy. The procedure shall be used to ensure that the apparatus/machine or equipment is stopped, isolated, and locked out tagged out before employees perform any servicing or maintenance where the unexpected energization, use, or start-up of the apparatus/machine or equipment or release of stored energy could cause injury. It is the policy of the fire department to comply with all NFPA and OSHA requirements pertaining to lockout tagout.

Responsibility:

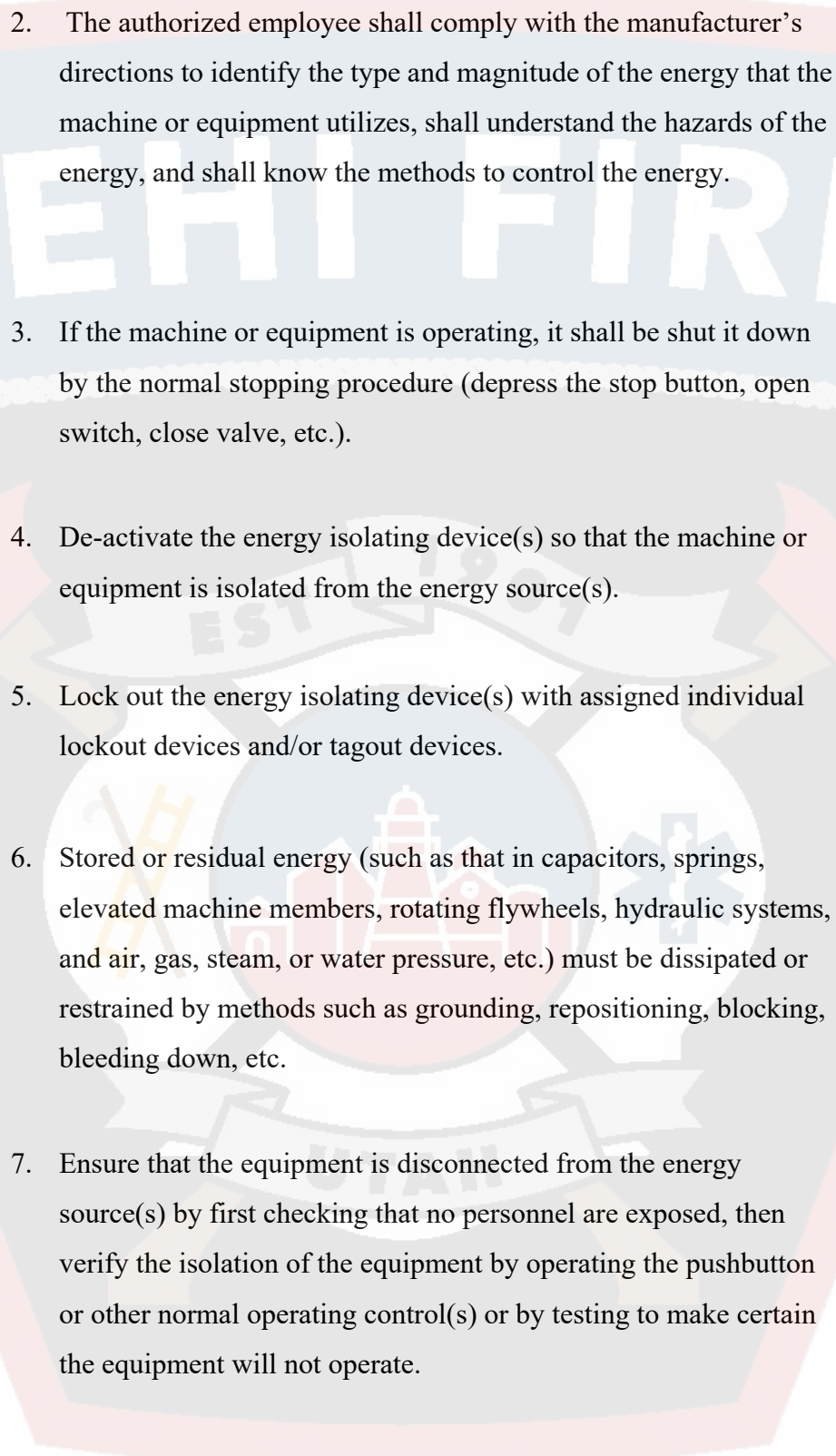
1. The following lockout tagout procedure is provided to guide the members of the Fire Department to safely perform lockout tagout in fire department facilities while meeting the minimum requirements of standard 29 CFR 1910.147. These procedures are not for use at emergency incidents that occur off site from fire department facilities.
2. All personnel shall be trained in this procedure.
3. The Fire Department Safety Officer shall be responsible for identifying all equipment that may need to be locked out tagged out, and ensuring these procedures are adequate, or for recommending changes to these procedures.
4. The Fire Department Safety Officer shall periodically inspect and evaluate compliance with this procedure.
5. All lockout tagout training shall be documented.

Compliance

1. All employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout tagout.
2. Employees who are authorized to service and/or maintain equipment are required to perform the lockout tagout procedures in accordance with this procedure.
3. All employees, upon observing a machine or piece of equipment which is locked out or tagged out to perform servicing or maintenance shall not attempt to start, energize, or use that machine or equipment.
4. All lockout devices shall be red and square, and shall be accompanied by a tagout device that contains the name of the authorized employee responsible for the lockout/tagout, and provide contact information such as a cell phone or extension number.
5. All tagout devices shall be red and rectangular, and shall contain the name of the authorized employee responsible for the lockout/tagout, and provide contact information such as a cell phone or extension number.
6. When the energy isolating devices are not lockable, tagout shall be used.

Sequence of Lockout Tagout:

1. When it is necessary to service or maintain a machine or equipment that must be shut down and locked out, the employee authorized to perform the service or maintenance shall notify all affected employees that servicing or maintenance is required, and that the machine or equipment must be shut down and locked out tagged out to perform the servicing or maintenance.

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- The background of the page features a large, semi-transparent watermark of the Lehi Fire Department logo. The logo is a shield-shaped emblem with a red border. At the top, the words "LEHI FIRE" are written in large, white, bold, sans-serif capital letters. Below this, the text "EST. 1907" is visible. The central part of the logo depicts a fire station with a red roof and a white tower. To the left and right of the station are two crossed tools: a yellow ladder and a red fire hose. At the bottom of the shield, there is a white banner with the word "LEHI" written on it. The entire logo is set against a light blue and white background.
2. The authorized employee shall comply with the manufacturer's directions 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.
 3. If the machine or equipment is operating, it shall be shut it down by the normal stopping procedure (depress the stop button, open switch, close valve, etc.).
 4. De-activate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s).
 5. Lock out the energy isolating device(s) with assigned individual lockout devices and/or tagout devices.
 6. 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.
 7. 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 pushbutton or other normal operating control(s) or by testing to make certain the equipment will not operate.
 8. 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.

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.

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. Note: The removal of some forms of blocking may require re-energization of the machine before safe removal.
5. Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for used.

Lockout Tagout Procudure for Electrical Plug-type Equipment:

For all electrical plug-type equipment such as battery chargers, some

product pumps, office equipment, powered hand tools, powered bench tools, lathes, fans, etc., the following procedure shall be followed to prevent accidental or sudden startup:

1. Unplug the electrical equipment from wall socket or in-line socket.
2. Attach "Do Not Operate" tag and lockout device on the end of the power cord.

**An exception is allowed if the cord & plug remain in the exclusive control of the employee working on, adjusting or inspecting the equipment.

3. Test the equipment to make sure power source has been removed by depressing the "Start" or "On" Switch.
4. Perform the required operations.
5. Replace all guards removed.
6. Remove lockout device and tag.
7. Inspect power cord and socket before plugging equipment into power source. Any defects must be repaired before placing the equipment back in service.

Lockout Tag out Procedure for Apparatus

Tilting Cab

When it is necessary to service or maintain apparatus, the employee authorized to perform the service or maintenance shall notify all affected employees that servicing or maintenance is required and that the apparatus must be shut down and locked out to perform the servicing or

maintenance. The following sequence will be followed.

1. Prepare cab to tilt:
 - A. Park on level surface
 - B. Set Parking Brake
 - C. Secure loose items in cab
 - D. No obstructions in tilt path
2. Turn ON battery switch
3. Turn ON ignition switch
4. Turn Control Switch to UP
5. Press tether switch until cab fully tilts
6. Swing safety Stay-Arm into pocket
7. Secure Stay Arms

Lowering Cab

When the servicing or maintenance is completed and the apparatus is ready to return to normal operating condition, the following steps shall be taken.

1. Prepare cab to lower:
 - A. Check that no persons or object are in tilt path
 - B. Fold steps on rear wall
2. Make sure that parking brake is still set
3. Turn ON battery switch
4. Turn ON ignition switch
5. Turn Control Switch to UP

6. Press tether switch to raise cab off of Stay-Arm
7. Stow and secure Stay-Arm
8. Turn Control Switch to DN
9. Press tether switch until cab fully lowers and for 5 seconds after cab comes to rest
10. Make sure cab is latched before operating vehicle.

Fire Chief/Battalion Chief and Fire Department Safety Officer:

1. Only the employee that locks out tags out apparatus/machinery, equipment or processes may remove his/her lock and tag.
2. Should the employee leave the facility before removing his/her lock and tag, the Fire Department Safety Officer should be immediately notified.
3. The Fire Department Safety Officer shall be required to exercise due diligence in investigating the circumstances, and may remove the lock and/or tag.
4. The Fire Department Safety Officer must be assured that all tools have been removed, all guards have been replaced and all employees are free from any hazard before the lock and tag are removed and the machinery, equipment or process are returned to service.
5. As part of his/her due diligence, the Fire Department Safety Officer shall endeavor to contact the employee who placed the lockout tagout prior to removing it, and shall ensure that the employee is notified of the situation.

6. Where the Fire Department Safety Officer cannot determine that it is safe to remove the lockout tagout, the lockout tagout shall remain in place.

7. In the absence of the Fire Department Safety Officer, the Fire Chief/ Battalion Chief may remove the lock and/or tag.

LEHI FIRE

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