

SOG 15B

LOCK-OUT/TAG-OUT GUIDELINES

(LOTO)

INTRODUCTION:

The Anytown Fire Department responds to thousands of rescue, hazardous condition and service type calls annually. Many times in the course of operating at these incidents it becomes necessary to shut down electrical equipment, close valves and perform other procedures to safe guard the area immediate to the site. To prevent the unauthorized reactivation of such devices the proper use of lock-out/tag-out equipment is essential. Private industry has been mandated to comply with OSHA standards on lock-out/tag-out guidelines for many years. This Standard Operating Guideline (SOG) provides guidelines which shall be applied when it is determined by the Incident Commander (IC) that lock-out/tag-out Guidelines are to be utilized.

PURPOSE:

To control the hazardous energy of machines, equipment, and utilities during an emergency incident in which the unexpected start up and/or activation could cause harm to members of the department. This SOG applies to any source of electric, mechanical, hydraulic, pneumatic, chemical, thermal or other energy, which if not controlled could create a hazard.

REFERENCE STANDARD:

OSHA Rule 29 CFR 1910.147 "Control of Hazardous Energy Sources".
524 CMR section 17.39(4) (e) 7/9/10 (LOTO).

EQUIPMENT:

One lock-out/tag-out kit shall be issued to each Ladder Company, Rescue Company, Engine Company and The Safety Officer Operational Unit.

The minimum contents of each kit shall include:

- Two padlocks with keys.
- Two multi-lock hasps.
- Six tags.
- Six plastic wire ties.
- One grease pencil.

Company Commanders shall direct requests for the replacement of lock-out/tag-out equipment to the Training Division. All requests for padlocks, keys and multi-lock hasps shall be made in writing and shall include the reason for the request for replacement.

The condition of the lock-out/tag-out kit shall be listed along with all other special equipment on the company's monthly report.

GUIDELINES:

Lock-out along with tag-out is the required guideline for isolating machines or equipment from energy sources. Locks shall be affixed in a manner that will hold the energy-isolating device in a "safe" or "off" position. This is known as Zero Mechanical State. Multi-lock hasps shall be used when the situation may require the application of more than one lock. It is mandated by 524 CMR 17.39 (a)(e).

When in doubt as to the number of locks that may be used, apply the multi-lock hasp.

Examples: Multiple crews working at same incident.
Unit clears scene, new unit applies lock.
Other companies or agencies responding and applying locks.
Safety Officer applies a lock.

NOTE: All locks and multi-lock hasps are marked with the company number (L-1 for Ladder Co. 1, R-2 for Rescue Co. 2 etc.)

WARNING: Although all locks used by this department are operable with an individual key, only the Company Commander of the company that affixed the lock shall authorize its removal. All exceptions to this section shall be with the specific consent of the Incident Commander.

Tags do not provide the physical restraint provided by a lock. Use of tags alone may evoke a false sense of security. Tags must be secured to the energy-isolating device so that they cannot be accidentally detached.

WARNING: If a lock cannot be attached to the device, a tag shall be applied and a member with a portable radio shall be posted to provide security.

When more than one company is operating at an incident where lock-out/tag-out guidelines are in use, the Incident Commander shall assign the principal responsibility of energy control to the Commander of one company. If on scene, this responsibility shall be given to the Safety Officer.

INCIDENT TERMINATION:

At the termination of an incident the member assigned the principal responsibility of energy control shall be the last member to remove his/her lock. Prior to ordering the removal of the last lock the IC shall conduct a personnel accountability of all members operating at the incident.

The Incident Commander shall consider the ongoing status of the energy-isolating device prior to terminating the incident. The IC shall decide if the equipment may be re-energized or if it shall be tagged out. When the energy-isolating device remains tagged out, the tag shall include information as to why it has been affixed and who is authorized to remove the tag. For example, the tag affixed to the main power disconnect of a malfunctioning elevator would state, **“To be removed by a licensed elevator mechanic ONLY”**.

Changes to 524 CMR 17.39, section (4) effective 7/9/10
Responsibility of the Fire Department 524 CMR 17.39

(e) (New Section) The fire department shall utilize a Lock-out /Tag-out (“LOTO”) procedure on the electrical main line of the elevator equipment during fire department operations including extrications. A written procedure relative to removal of the lock shall be printed on the affixed LOTO tag to facilitate speedy removal for an incoming Massachusetts licensed elevator mechanic.

***Rationale** The new section (e) is to mandate the use of a proper LOTO procedure for use by fire departments involved in elevator extrications. The fire department procedure listed is an informal suggestion that a fire department may adopt to comply with section 17.39(4) (e).*

The Incident Commander shall report in writing every time lock-out/tag-out guidelines are employed. The report shall include the state in which the energy-isolating device was placed at the time the department terminated the incident.

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