



# Buxton Fire-Rescue

## Standard Operating Guideline

Subject: Lock Out Tag Out (2)

Section: Guideline (1)

Date Approved: August 21, 2007

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### Purpose:

This guideline should be used whenever there are personnel working in or around energized electrical sources or any type of stored energy (electrical, air pressure, water pressure, spring pressure, hydraulics or other potential energy sources). This guideline covers the servicing, maintenance and emergency response of Buxton Fire-Rescue and its members, to any machinery or equipment in which unexpected energizing or start-up could cause injury or further injure a patient or themselves.

At no time shall Buxton Fire-Rescue personnel service, remove or perform maintenance, or work in an emergency situation, on any equipment or machinery until the stored energy source has been bled down, dissipated, turned off and/or blocked and the machinery locked and/or tagged out.

Lock-Out and Tag-Out is required for all personnel who may have to operate at an emergency scene if any procedure could involve either patient or employee exposure to live electrical parts or exposure to a stored energy source on any machinery or equipment.

### Procedure:

- A. Whenever a situation is encountered that meets the above qualifications, upon arrival at the scene BFR personnel shall check to see if building or business personnel have begun the Lock-Out/Tag-Out procedure. If they have begun the procedure, add Buxton Fire-Rescue Lock Out Tag(s) to ones already present.
- B. If Lock-Out/Tag-Out procedures have not been initiated, BFR personnel shall initiate this guideline. Notify all affected personnel that a Lock-Out/Tag-Out procedure is required and the reason why (i.e. emergency). With the assistance of building/business personnel, shut down the equipment using the normal shut down procedure if you can assure that the person who is entangled will not be hurt any further.
- C. Operate the disconnect switch, valve, circuit breaker or other energy isolating device(s) so that the equipment is isolated from its energy source. Toggle switches, push buttons and other types of control switches are not isolating devices.
- D. Dissipate and isolate all stored energy (if applicable) such as found in springs, elevated machine members, rotating parts, hydraulic systems and air, gas, steam or water pressure. All stored energy must be dissipated or restrained by methods such as repositioning, blocking, bleeding down, etc.
- E. Lockout the energy isolation devices with approved energy lockout device(s), individual company lock(s) and/or tags. If more than one BFR Company is working at the same incident, each company shall put their individual lock(s) and/or tag(s) on the energy lockout device.
- F. If it is impossible to use a lock, another positive means of disconnecting the circuit or equipment must be used. Other positive means may include unplugging, disconnecting the conductors or removing fuses. A tag must be placed on the plug, conductors, fuses brackets, etc. If no positive means can be used, placing a radio-equipped firefighter at the controls to keep the machine/equipment from being activated shall be used.

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- G. Only after the equipment has been properly locked/tagged out shall emergency personnel begin to work to remove the entangled patient. Always try and have a representative of the company where the incident is located, assist you with their expertise on the equipment.
  - H. The key(s) to the Lock-Out/Tag-Out device shall remain with the incident commander once the lock has been applied.
  - I. Should an investigation by the Buxton Fire-Rescue or any other agency be required, our Lock-Out/Tag-Out equipment shall be photographed and left in place until the investigation is complete and a Chief Officer authorizes its removal.
  - J. The Incident Commander shall notify Buxton Dispatch that Lock-Out/Tag-Out is in place and what the disposition will be.
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**Policy History**

<i>Original Approval Date</i>	<i>August 21, 2007</i>
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