LOCK-OUT/TAG-OUT

Fire Department Town of Menasha Standard Operating Guidelines Page 1 of 1 May, 2004 Section 43 Last Revised 12/09

43.01 **Purpose**:

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 operations. This requires that designated fire department personnel (company officer or crew leader) 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 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.

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

43.02 Lock-out/Tag-out:

Upon arrival at an incident involving machinery or equipment that was or is involved in fire or entrapment of victims, the company officer or crew leader shall retrieve the lock-out/tag-out equipment that is located on Ladder 40. The company officer or crew leader 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:

- 1. All energy sources to the machinery or equipment have been de-energized.
- 2. The company officer or crew leader places fire department lock-out/tag-out equipment to secure energy sources.
- 3. Verify that all energy sources have been secured.
- 4. The company officer or crew leader holds the keys and controls the fire department's lock-out/tag-out equipment.
- 5. 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.