Manasquan Fire Department
Manasquan Fire District #1
Standard Operating Guideline

210.06

Title: Lockout and Tag Out Procedures

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Purpose: To establish minimum requirements for the lockout or tagout of energy isolating devices whenever personnel are working in or around an energy device during a possible rescue situation. These procedures are to be used to ensure that a machine or equipment is stopped, isolated from all potentially hazardous energy sources and locked out before members perform any work where the unexpected energization or start up of a machine or equipment or release of stored energy could cause injury. In cases where a lock out is not possible, the machine or equipment must be tagged out.

Scope: These procedures are to be followed by all Fire Department members. Authority to deviate from this procedure rests with the Fire Chief, Deputy Fire Chief, or their designee, who is solely responsible for the results of any deviation.

210.06.01. Procedures

- Notify all affected members that the machine or equipment must be shut down and locked out to perform work.
- The member shall 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.
- If the machine/equipment is operating, shut it down by the normal stopping procedure, (turn off, push stop button etc.)
- De-activate the energy isolating devices so that the machine/equipment is isolated from the energy source.
- Lockout the energy isolating devices with assigned individual locks.
- Stored or residual energy (such as that in capacitators, springs, hydraulic systems, air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down etc.
- Ensure that the equipment is disconnected from the energy source by first checking that members are not exposed to the equipment. Then verify the isolation of the equipment by operating the normal operating controls or by testing to make certain that the equipment will not

operate. Note: Remember to place all controls in a neutral or off position after verifying the isolation of the equipment.

- Ensure that all moving parts in the area of the incident are wedged, cribbed, chained or secured from sudden movement.
- If the machine or equipment cannot be locked out then a tagout device must be placed to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

Restoring Equipment to Service

When our work is completed and the machine or equipment is ready to normal operating condition, the owner of the equipment should restore the the system.