



Burlington Fire Department



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Section: 04 - Special Operations	
SOG Number: 04.02	Effective Date: June 2, 2017
Subject: Lockout / Tagout Procedures	
By Order of Fire Chief Steven A. Locke	

I. 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 (incident commander, company officer, or senior firefighter/RTS) 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.

II. Scope:

The scope of this guideline pertains to all Burlington Fire Department staff who respond to incidents involving machinery or equipment.

III. Definitions:

Lockout/Tagout (LOTO): The term lockout / tagout (LOTO) refers to a safety procedure that ensures dangerous machines and energy sources are properly shut off and not unexpectedly started up before the completion of maintenance or servicing work. Energy sources could include electrical, mechanical, hydraulic, pneumatic, chemical, radiation, and thermal hazards. The point of a LOTO procedure is to identify a hazard that may injure or even kill employees if such an incident occurs due to the startup or release of stored energy during the maintenance of machines and equipment.

IV. Guidelines:

The Policy of the Burlington Fire Department is lock-out/tag out procedures will be followed at any incident involving machinery (including elevators/escalators) or equipment involved in fire or entrapment of victims where BFD personnel are actively involved in the investigation and mitigation of such event.

A. Actions

Upon arrival at an incident involving machinery or equipment that was or is involved in fire or entrapment of victims, the company officer shall retrieve the lock-out/tag-out equipment located on their apparatus. Fire Department personnel must work closely

with facility personnel familiar with the lock-out/tag-out procedures specific to the equipment or machinery involved to ensure the following:

- 1.** All energy sources to the machinery or equipment have been de-energized.
- 2.** The company officer/RTS is responsible for ensuring that fire department lock-out/tag-out equipment is in place to secure energy sources. If no positive means can be used to secure a lock on a machine or equipment, a radio-equipped firefighter must be stationed at the controls to prevent the machine/equipment from being activated.
- 3.** Verify all energy sources have been secured.
- 4.** The company officer/RTS 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.
- 6.** If the company officer deems it necessary to have fire department personnel restore equipment to service the following actions shall be followed:
 - a.** Check the machine or equipment and immediate area around the machine to ensure nonessential items have been removed. Verify the machine or equipment components are operationally intact.
 - b.** Check the work area to ensure all personnel have been safely positioned or removed from the area.
 - c.** Verify the controls are in neutral.

- d. Remove the lockout devices and reenergize the machine or equipment.
(The removal of some forms of blocking may require repowering of the machine before safe removal.
- e. Notify affected personnel the operation is complete and the machine or equipment is ready for use.

V. Responsibility:

A. Authority

The only person that shall have the authority to remove the lock or tag from a piece of equipment or machine is the individual who originally locked out the device. In the event this individual has left the immediate area, the Incident Commander may authorize the removal of the locking device or tag, however only before the conditions described in Section IV.A.6.a-e (listed above) have been met.

Revision History		
Revision Date	Section	Summary
Initial publication May 19, 2017	TBD	Prior to the release of this document the Burlington Fire Department did not have a formal Lock Out/Tag Out procedure.

