

# Buechel Fire Protection District

## SAFETY POLICIES

SP-0019

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Title: Energy Control Power Lockout

Approval Date – 7-15-1999

Section	Instruction
1.	<p><b><u>Purpose</u></b></p> <p>Lock-out procedures prevent injuries that could result if equipment is unexpectedly started or operated.</p>
2.	<p><b><u>Scope</u></b></p> <p>These lock-out procedures apply to work on:</p> <ul style="list-style-type: none"><li>• Electrically powered machines</li><li>• Hydraulic, pneumatic, or steam powered or heated equipment</li><li>• Piping and process equipment under pressure</li></ul> <p>This work includes, but is not limited to, entering confined spaces, working in electrical equipment, and machinery. In all cases, the lock-outs protect firefighters from injury by preventing unexpected movement, pressure release, contact with live electrical circuits, or exposure to high temperatures or chemicals. All of these hazards are considered energy sources.</p> <p>These procedures do not apply to equipment powered by plug-in electrical cords. These machines are simply unplugged before working.</p>
3.	<p><b><u>Requirements</u></b></p> <p>A. Basic Rules</p> <p>B. Only authorized personnel may perform jobs requiring lock-out procedures.</p> <p>C. Follow the lock-out procedures whenever the unexpected operation of a machine, switch, or valve could injure someone.</p> <p>D. Each person protected by the lock-out places a lock and tag on the device being locked out or places their lock and tag on the group lock-out box.</p> <ol style="list-style-type: none"><li>1. The tag will have property of Buechel Fire District on one side and say Danger, Do Not Start or Operate on the other side.</li><li>2. Only that firefighter or safety officer may keep the key to the lock. Only that firefighter is authorized to remove the lock.</li></ol> <p>E. Lock-out Procedure</p> <ol style="list-style-type: none"><li>1. Obtain the equipment-specific lock-out procedure (for equipment with multiple energy sources) and follow its instructions. For other</li></ol>

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	<p>equipment follow these steps. (these step can be obtain by the company or business representative of the incident).</p> <ol style="list-style-type: none"><li>2. Notify all affected emergency response personnel that equipment will be locked-out.</li><li>3. Identify the circuit breaker and/or valve that will be locked-out.</li><li>4. For electrically powered machines:<ol style="list-style-type: none"><li>a. Shut-down the machine using the control switch (or push-button).</li><li>b. De-energize the machine at the circuit breaker.</li><li>c. Place your lock and tag on the switch so it cannot be moved to the "on" position.<ol style="list-style-type: none"><li>(1) Use a lock-out hasp if more than one person is involved.</li><li>(2) Others add their locks and tags to this hasp.</li></ol></li><li>d. Try to start the machine from the control switch to make sure it really is de-energized. Return the control switch to the "off" position.</li><li>e. Work on or around the machine may now begin.</li></ol></li><li>5. For valves:<ol style="list-style-type: none"><li>a. Close the valve.</li><li>b. Attach your lock and tag in a manner that prevents the valve from opening.<ol style="list-style-type: none"><li>(1) Use a lock-out hasp if more than one person is involved.</li><li>(2) Others add their locks and tags to this hasp.</li></ol></li><li>c. Verify that, the pressure was released by opening a drain, observing the flow and watching any pressure gauges that are installed.</li><li>d. First break procedures may now continue on the de-pressured side of the valve.</li></ol></li></ol> <p>F. Group Lock-out</p> <ol style="list-style-type: none"><li>1. A lock-box will be used when several firefighters will work on a piece of equipment that requires many locks to isolate it. This is called a Group Lockout.</li><li>2. Follow this procedure when using a lock-box:<ol style="list-style-type: none"><li>a. One firefighter, who is responsible for lockout safety during the incident, locks out the equipment following the incident location's written procedure.</li><li>b. This firefighter places the key(s) to the lock(s) used in the lock-box and then:<ol style="list-style-type: none"><li>(1) Locks the box closed with his or her lock and tag</li></ol></li><li>c. Those working under the protection of the group lock-out:<ol style="list-style-type: none"><li>(1) Place their locks on the lock-box before starting work.</li></ol></li></ol></li></ol>

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	<p>(2) Remove their locks and tags from the lock-box when they are finished.</p> <p>d. When the job is complete, and all locks are removed from the lock-box, the firefighter who placed the locks on the equipment can remove them.</p> <p>G. Re-energizing the Equipment</p> <p>1. No member of the Buechel Fire Protection District should re-energize any piece of equipment.</p> <p>H. Temporary Operation of Locked-out Equipment</p> <p>1. Follow these steps if you must temporarily run a machine to check out repairs before the job is complete:</p> <p style="margin-left: 20px;">a. Make sure all firefighters are away from the moving parts.</p> <p style="margin-left: 20px;">b. Make sure tools are clear of moving parts.</p> <p style="margin-left: 20px;">c. Remove the locks.</p> <p style="margin-left: 20px;">d. Energize the machine and conduct the check.</p> <p style="margin-left: 20px;">e. Immediately de-energize the machine and replace the locks.</p> <p>I. Lockout Supplies (carried on unit 3752)</p> <table style="margin-left: 40px; border: none;"> <thead> <tr> <th style="text-align: left;">Quantity</th> <th style="text-align: left;">Devices</th> </tr> </thead> <tbody> <tr> <td>15</td> <td>American Locks</td> </tr> <tr> <td>5</td> <td>Danger Lockout safety hasp</td> </tr> <tr> <td>5</td> <td>Safety Hasp</td> </tr> <tr> <td>15</td> <td>Do Not Start Tags</td> </tr> <tr> <td>1</td> <td>Plug Lock</td> </tr> <tr> <td>3</td> <td>Circuit Breaker Lockout</td> </tr> <tr> <td>2</td> <td>Ball Valve Lockout</td> </tr> <tr> <td>2</td> <td>1" - 2-1/2" Valve Handle Lockout</td> </tr> <tr> <td>3</td> <td>2-1/2" - 5" Valve Handle Lockout</td> </tr> <tr> <td>2</td> <td>Switch Lockout</td> </tr> <tr> <td>3</td> <td>lockout chains</td> </tr> <tr> <td>1</td> <td>Lockout box</td> </tr> </tbody> </table>	Quantity	Devices	15	American Locks	5	Danger Lockout safety hasp	5	Safety Hasp	15	Do Not Start Tags	1	Plug Lock	3	Circuit Breaker Lockout	2	Ball Valve Lockout	2	1" - 2-1/2" Valve Handle Lockout	3	2-1/2" - 5" Valve Handle Lockout	2	Switch Lockout	3	lockout chains	1	Lockout box
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