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| ***REPLACE WITH YOUR MASTHEAD*** | | |
| **VFIS logo black JPG** | **SOG Title:** | |
| **SOG Number:** | |
| **Original Date:** | **Revision Date:** |
| **ABC Fire Department General Operating Guideline** | | |

**Lockout/Tagout Procedure**

***This is a sample of a standard operating guideline (SOG) on this topic. You should review the content, modify as appropriate for your organization, have it reviewed by your leadership team and if appropriate your legal counsel. Once adopted, make sure the SOG is communicated to members, implemented and performance monitored for effective implementation.***

**Purpose:**

To provide all personnel with a procedure for securing machinery and/or equipment from hazards. Potential hazards are, but not limited to, entrapment, heat and/or fire, and electricity. This procedure will be implemented when equipment and/or machinery requires servicing or when encountered in emergency situations.

**Procedure:**

Equipment

* An individual lockout kit is composed of the following:
  + Lockout Hasp
  + Keyed Padlocks (2)
  + Lockout Tags (1)
* Each padlock is operated with a different key.
* Lockout kits are located on each engine and rescue.

Procedure

* When it is necessary to perform emergency operations or servicing on or near machinery and/or equipment and an exposure to a hazard exists, the power supply will be terminated and secured.
* Securing will be accomplished by attaching a lockout hasp with a lockout tag to the power supply and the hasp will be locked with two padlocks.
* The personnel operating or performing the service shall have the keys to the padlocks in their possession. This will reduce the risk of the locks from being removed while the operations or servicing is actively being performed.
* The locks and tags will not be removed until all operations or servicing is completed.
* If at any time equipment and/or machinery will not be fully functional in its usual manner and servicing or operations are not being actively performed, the locks and hasp shall remain on the power supply.
* If the lockout kits are not compatible with the power supply or more lockout kits are required, a guard shall be posted and remain at the unsecured power supply and will be responsible to assure that the power is not restored until all operations or servicing is completed.

***This is a sample guideline furnished to you by VFIS. Your organization should review this guideline and make the necessary modifications to meet your organization’s needs. The intent of this guideline is to assist you in reducing exposure to the risk of injury, harm or damage to personnel, property and the general public. For additional information on this topic, contact your VFIS Risk Control representative.***

**References:**

West Redding (CT) VFD – GOG 3-S-311 Developed/Revised/Reviewed by VFIS ETC