

Title: Lockout/Tagout (LOTO)

ISSUED BY: Battalion Chief of Training and Safety/Fire Chief

RESCINDS: Policy 302 dated January 22, 2021

PREVIOUSLY KNOWN AS: 300.7

SCOPE: All NWFR Personnel

PURPOSE: To ensure North Whidbey Fire and Rescue (NWFR) meets current WAC 296-803 and WAC 296-305-01511 standards. To avoid workplace injuries due to the unexpected energization, startup, or release of stored energy from machines, vehicles, or equipment during service or maintenance.

CONTENT**1. Policy**

- 1.1.** All tools, equipment, and vehicles owned and/or operated by NWFR will have the ability to be identified as **Out-of-Service** with a clear and standardized system.
- 1.2.** All out-of-service tools, equipment, or vehicles will be de-energized, isolated from energy sources, and secured in a way that is easily identifiable and prevents usage.

2. Definitions

- 2.1. Authorized Employee:** Personnel belonging to the maintenance division or a designated chief officer. Only authorized employees are permitted to permanently return tagged equipment or vehicles to service.
- 2.2. Lock-Out Tag:** A heavy paper or cardboard tag with a secure wire or zip-tie attachment device. The tag will be of a standard format and must display the name, employee number, date, station, and the specific reason for application.
- 2.3. Lock-Out Locks:** Standardized, red-colored padlocks stamped with a lock number, maintained exclusively by the maintenance division. The key will have an associated number matching its lock. These locks secure an energy isolating device or a lock-out chain.
- 2.4. Lock-Out-Chain:** A heavy-duty chain maintained by the maintenance division that is strong enough to prevent removal and long enough to clearly indicate a tool or vehicle is locked out.

2.5. Out-of-Service Ribbon: An alternating yellow and black striped safety warning ribbon, no less than 1 inch in width, provided to each station by the maintenance division.

2.6. Hand Tool: Any tool without supplied energy. Consists of axes, prying tools, striking tools, and any other NWFR supplied or operated manual equipment.

2.7. Electrical Power Tool: Any tool that is primarily powered by direct current, alternating current, removable battery, or integrated battery.

2.8. Fuel Powered Tools: Any tool that is primarily powered by internal combustion engine. Consists of gasoline, diesel, propane, or other fuel powered tools, as well as generators and station generators.

2.9. Hydraulic Tool: Any tool primarily powered by pressurized hydraulic fluid. Hydraulic pumps will be considered fuel-powered tools.

3. Responsibility

3.1. Maintenance Division: Will maintain the master supply of locks, tags, chains, and ribbons. Fleet maintenance is solely responsible for evaluating, testing, and returning equipment or vehicles to service, and will maintain all repair records and digital work order documentation.

3.2. Station Officers: Responsible for keeping an adequate, known supply of lockout tags and out-of-service ribbon at their assigned stations. Officers will coordinate directly with the maintenance division regarding project repair status and specialized hardware needs (such as vehicle lockout chains).

3.3. All Members: Will strictly follow this policy and use professional judgment when taking unsafe equipment out of service. If an item requires isolation and lacks a specific guideline, the member must consult an officer immediately.

3.4. Safety Officer/Safety Committee: Responsible for ensuring that out-of-service items are properly de-energized, tagged, and logged. This compliance will be verified through unscheduled station safety spot-checks.

3.5. Training Division: Responsible for pushing out training updates regarding new equipment processes, tool safety, or LOTO updates to the membership via the district's designated electronic training management platform or during Monday night drill blocks.

3.6. Chief Officers: Ensure compliance with the policy and assist the safety

committee/safety officer with spot checks. All violations of the lockout-tagout policy will be reported to the operations chief.

4. Guidelines

4.1. Placing Object or Vehicle Out-of-Service: Immediately upon discovering an inoperable or unsafe condition, the discovering member must apply a lock-out tag and out-of-service ribbon to the item, then notify their station officer.

4.2. Isolation Protocol by Category:

4.2.1. Vehicles: Remove the ignition key (if applicable), apply a lock-out tag and out-of-service ribbon to the steering wheel. Maintenance will apply the physical steering wheel lockout chain.

4.2.2. Hand Tools: Secure a lock-out tag and out-of-service ribbon directly to the shaft of the tool near the head or handle junction.

4.2.3. Electrical Power Tools: Secure a lock-out tag and out-of-service ribbon to the power cord near the plug or activation trigger. If battery-powered, remove the battery pack entirely. If fixed facility machinery cannot be moved, an electrical plug isolator box must be applied.

4.2.4. Fuel Powered Tools: Apply a lock-out tag and out-of-service ribbon to the pull-start handle, throttle control, or on/off switch. Disconnect the spark plug wire to physically isolate ignition. If the tool is unable to be removed from its location, the plug wire will be disconnected. Any electrical connection used to start the tool will also be disconnected if applicable.

4.2.5. Hydraulic Tools: Will be placed out-of-service for any reason that renders the tool to be unsafe or hazardous for use including leaks from any component of the tool. A lockout tag and out-of-service ribbon will be attached to the activating mechanism or hydraulic fitting of the tool. Ensure all stored systemic hydraulic pressure is completely bled off.

4.2.6. Any tool, vehicle, equipment, or device not listed above will have at minimum a lockout tag and out-of-service ribbon attached in the most easily visible location possible.

4.2.7. Facility Electrical Panel: Breakers feeding malfunctioning station equipment must be switched off, fitted with an approved breaker-lockout device, and tagged.

4.3. Reporting System

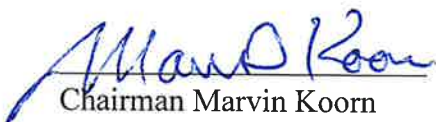
- 4.3.1. All tools, equipment, or vehicles being placed out of service will be reported to the station officer(s) via phone, text, or email. If a phone call or text was used to inform the officer, a follow up email will be composed for verification of the message. If station officer cannot be reached, the 200 duty officer will be notified.
- 4.3.2. Any vehicle being placed out-of-service requires immediate notification to the command officer and dispatch.
- 4.3.3. An electronic message informing all NWFR members of the vehicle or item being out-of-service must be sent out.
- 4.3.4. A work request will be submitted in the appropriate data collection/reporting software for any needed repairs.

4.4. Returning to Service: Lockout devices and tags shall only be removed by the repairing fleet maintenance staff or a chief officer after successful tool/vehicle evaluation. For vehicles, an automated digital page must be sent to notify all members and dispatch of the return to operational readiness.

5. Additional References

- 5.1. WAC 296-803 Lockout/Tagout Control of Hazardous Energy
- 5.2. WAC 296-305-01511 Firefighter Safety Standards - Management's Responsibility

Approved by:


Chairman Marvin Koorn


Fire Chief Chris Swiger