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CITY OF FIFE
DEPARTMENT OF COMMUNITY DEVELOPMENT

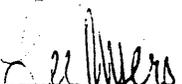
STANDARD OPERATING PROCEDURES
FOR
ELECTRICAL LOCK OUT AND TAGGING

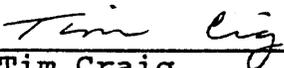
The following S.O.P. is provided for proper safety standards within the public works electrical repairs and installation.

MARCH 5, 1992

THIS SECTION
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EQUIPMENT MAINTENANCE LOCK OUT PROCEDURE

Each person is to be issued a lock, with explanation for the procedure for using a multiple lock out device and tag. There will be issued one key to each lock. The key and lock will be stamped with a letter or number. There will be multiple lock out devices and tags at the EDA station.

When it is time to perform maintenance on a piece of equipment; i.e. work order, or PM, maintenance will follow these procedures:

1. The Maintenance Personnel will lock the electrical disconnect in the OFF (open) positions, and tag them.
2. If there is going to be more than one maintenance personnel working on the equipment, each person is required to put their own individual lock on the control.
3. When the maintenance is complete, only the person who installed the lock on the controls is authorized to remove this lock or as allowed per section 4.2.2.

4.2 LOCK AND TAG PROCEDURES

4.2.1 INTRODUCTION

The lock and tag procedure is the approved method for ensuring the electrical systems, pressure systems, piping containment systems, machinery, or moving equipment are safely shutdown before alteration or maintenance work is started. This procedure is a requirement whenever there is danger that equipment being worked on might be started accidentally, or by someone unseen. Redundant power sources must always be considered when applying the lock and tag procedure.

Tagging is also an essential step in removing from service any tools, equipment, or material unsafe to use, and for limiting the operation of equipment.

4.2.2 REMOVAL OF TAGS AND LOCKS

Tags and locks are to be removed by the individual signing the tag or by the supervisor held responsible for the tag or lock. If they are not available, they should be contacted by phone, if possible, and verbal approval obtained. There may be occasions when these persons are not available and the removal of tags and locks may be accomplished by the next higher level of direct supervision or management. In all cases, supervisors and managers must be in the direct-line management chain.

4.2.3 DEFINITIONS

4.2.3.1 SHUTDOWN PROCEDURES

The term "shutdown procedure", as used in this document, includes both written and verbal instructions. Written instructions include: formally approved procedures, manufacturers instructions, and informally documented instructions.

4.2.3.2 SUPERVISION

The terms supervisor or manager, as used in this document, denote a position of line responsibility, and include only persons within the management line. The term responsible engineer denotes a position of responsibility that has been assigned by line management.

4.2.3.3 CONTROLLING SWITCHES, VALVES, ETC.

The terms controlling switches, valves, etc., include those control devices located on or adjacent to the equipment which are used as primary controls to operate the equipment. These controls shall always be deactivated before secondary controls such as disconnect switches, header or supply valves, etc., are operated.

4.2.4 RESPONSIBILITY FOR APPLYING LOCKS AND TAGS

Maintenance, modification, and replacement of all process equipment is the responsibility of Plant Maintenance, will be responsible for maintaining a supply of all tags.

4.2.5 TAGS - DESCRIPTION AND STATUS

Four tags serve these purposes and one type must never be substituted for other. Their uses are described below. In

addition, they are illustrated in the corresponding Exhibits A, B, C, and D at the end of this section. Each tag of each kind is to be signed by the responsible person, who must also note on the tag the reason it was used.

The Maintenance Supervisor or his appointed representative is fully responsible for these steps:

1. Make sure that the equipment cannot be operated and that the Operations component's tag is in place. An Operations lock shall also be in place if locking capability exists.
2. Ensure that the Maintenance-applied tags are in place before work is started. Maintenance locks are to be in place if locking capability exists.
3. As soon as the maintenance work is completed, make sure that the Maintenance-installed locks and tags are removed.
4. Inform the Operations component supervisor that the work has been completed.
5. Return the equipment to normal.

4.2.6.3 USE OF THE "CAUTION TAG"

The manager or supervisors responsible for the specific equipment are charged with the proper use of the "CAUTION" tag. To safeguard equipment against damage from inadvertent or improper operation, the following steps are prescribed:

1. Carry out the normal shutdown procedure for the

equipment.

2. If the equipment is to be held on standby status, use a "CAUTION" tag rather than a "DANGER" tag.
3. When repairs are to be made so that the equipment may be returned to normal operation, check through the shutdown procedure and replace "CAUTION" tags with "DANGER" tags before repair work is started.
4. If operation of the equipment is to be restricted to certain individuals, the "CAUTION" tag may be used, with the individuals names posted at the controls.

4.2.6.4 USE OF THE "UNSAFE EQUIPMENT" TAG

Tools, equipment, and materials that are considered unsafe to use are to be tagged with an "UNSAFE EQUIPMENT" tag. The responsibilities are as follows:

1. All employees are urged to call unsafe conditions of tools, equipment, or materials to the attention of the manager or supervisor in charge of the equipment.
2. The manager or the supervisor in charge is responsible for applying the "UNSAFE EQUIPMENT" tag, dating it, describing the unsafe condition in writing on the tag, and issuing a Work Request to correct the condition.
3. Tags are to be left on the equipment, tool, or material until the necessary repairs or corrections are made. The responsible supervisor will then remove the tag after verifying and signing off that it is safe for use.
4. It may not be feasible in some instances to repair

equipment or tools; examples are: ladders that have generally become unsafe, small tools damaged to the extent that they are uneconomical to repair, or expandable objects. In these cases, the tag should state that the object is to be discarded or destroyed, and then the object should be removed from the area as soon as possible.

4.2.6.5 USE OF THE "CONTAINMENT SYSTEMS" TAG

Adjustments to the control valves of the HVAC equipment are to be made by Plant Maintenance Facilities technicians only (Air Balance).

