



# POLICY & PROCEDURE

## STURGEON BAY POLICE DEPARTMENT

SUBJECT: **LOCKOUT/TAGOUT**

NUMBER: 15.02

ISSUED: 06/23/2020

EFFECTIVE: 06/23/2020

SCOPE: All Department Personnel

DISTRIBUTION: Policy & Procedure Manual

RESCINDS

AMENDS

REFERENCE: OSHA 29 CFR 1910.147

WILEAG 5<sup>TH</sup> EDITION

STANDARDS: N/A

INDEX AS: Hazardous Energy Release  
Lockout/Tagout

**PURPOSE:** The purpose of this Policy & Procedure is to help maintain officer safety for members of the Sturgeon Bay Police Department when encountering persons stuck or trapped in machines or pieces of equipment with Lockout/Tagout devices as defined in OSHA 29 CFR 1910.147.

This Policy & Procedure consists of the following numbered sections:

I. EXAMPLES

II. APPLICATION

III. PROCEDURE FOR PERSONS TRAPPED IN MACHINERY OR EQUIPMENT

I. EXAMPLES

A. OSHA formulated the rules in 29 CFR 1910.147 to ensure that employers safeguarded their maintenance and service employees through the use of lockout/tagout devices to prevent the hazards involving the unintentional release of hazardous energy.

1. The new rule addresses practices and procedures that are necessary to disable machinery or equipment and to prevent the release of potentially hazardous energy while maintenance and servicing activities are being performed.
  2. The lockout/tagout provisions of this standard are for the protection of general industry workers while performing servicing and maintenance functions and augment the safeguards specified at Subparts O, S, and other applicable portions of 29 CFR 1910.
- B. Examples of energy sources typically used by machines and equipment – electric, pneumatic, hydraulic, gravity, chemical, and stored energy in springs and/or capacitors, pumps, and lines.

## II. APPLICATION

- A. Officers may encounter Lockout/Tagout situations when:
1. First on-scene to an emergency call to an industrial accident or person stuck or trapped in or around machines and equipment.
  2. Conducting investigative searches in or around machines and equipment.
- B. Officers must take precautions so as not to place themselves in a “danger area” of a machine or piece of equipment while attempting to free a stuck or trapped person. Unexpected start up or release of stored energy can occur without warning and can result in serious injury or death. Danger areas may include the “point of operation” for the machine (where the work is actually performed by the machine) and any moving parts such as blades, rollers, or moving belts/chains.

## III. PROCEDURE FOR PERSONS TRAPPED IN MACHINERY OR EQUIPMENT

- A. Officers involved in actions involving a machine or piece of equipment that may involve unexpected start up or release of stored energy particularly when a person is stuck or trapped shall follow the below procedure:
1. Any officer who encounters a potentially hazardous Lockout/Tagout situation will not enter the danger area or attempt to free a trapped person if doing so will put the officer at risk for injury or death. The Officer will immediately notify a supervisor of the situation.
  2. Responsibility for the situation will then be transferred to the ranking supervisor at the scene.

3. The supervisor will make the decision regarding notifying other agencies or city departments and will attempt to contact the responsible party for the machine or piece of equipment (owner, plant supervisor, etc.).
4. If a machine or piece of equipment is potentially hazardous, or the status is unknown, the supervisor will notify the fire department.
5. The fire department will be responsible for evaluating the machine or piece of equipment along with the responsible party (as outlined above) for the machine or piece of equipment.

A person with the knowledge, training, and skills necessary to ensure all energy sources are shut off and properly isolated will be contacted and will complete a proper lockout and tagout of the machine or piece of equipment prior to any officer entry.

- B. Generally, officers will be in charge of crowd control, scene security, and/or conducting a preliminary investigation of the situation.
- C. Should circumstances dictate, the supervisor or officer (if not supervisor is available) should request an Investigator who is trained in industrial investigations.
- D. In all cases, a written report will be required to document the incident.

Arleigh R. Porter  
Chief of Police

This Policy & Procedure cancels and supersedes any and all written directives relative to the subject matter contained herein.

Initial 06/23/2020