

TOWN OF TREMONT

Lockout/Tag-out Procedures for Motorized Vehicles

INTRODUCTION

The purpose of this standard is to provide the minimum guidelines for Town of Tremont personnel to use when a motorized vehicle is placed in an "DO NOT OPERATE" or "DO NOT START" status with a LOCKOUT/TAG-OUT TAG system to control the vehicle, to prevent possible injury to personnel and damage to the vehicle while in this status.

DEFINITION

MOTORIZED VEHICLE - Any Town of Tremont Vehicle or non-stationary equipment.

"OUT OF SERVICE DO NOT OPERATE/DO NOT START" condition exists when;

1. Vehicle is being serviced, repaired or worked on by vehicle operator or mechanic.
2. Vehicle problems that warrant the operator, mechanic, or Town Manager to declare "DO NOT OPERATE" or "DO NOT START" status.

"DO NOT OPERATE" or "DO NOT START" tag - A temporary warning device used to identify any vehicle with hazardous conditions, defectives, etc. Also know as Lockout/Tag-out tags.

Tags are 5 3/4" x 3" with "DANGER DO NOT OPERATE" or "DANGER DO NOT START" boldly printed in black.

NYLON TIE- A fastener made of nylon that has a permanent self-locking end. Example: Used to bundle wires in wiring harnesses.

PROCEDURE

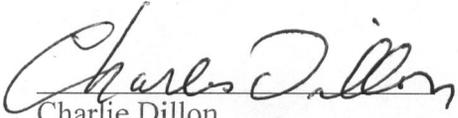
1. Motorized vehicles shall be placed in "DO NOT OPERATE" or "DO NOT START" status by operators, mechanics, or the Town Manager, during inspection or operation.
2. Person placing motorized vehicles in a "DO NOT OPERATE" or "DO NOT START" status shall install a "DO NOT OPERATE" or "DO NOT START" tag, using a nylon tie, to the steering wheel. THE KEY WILL BE TURNED INTO THE TOWN MANAGER AS SOON AS POSSIBLE.

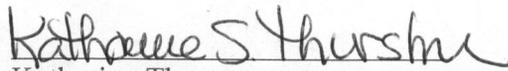
TRAINING

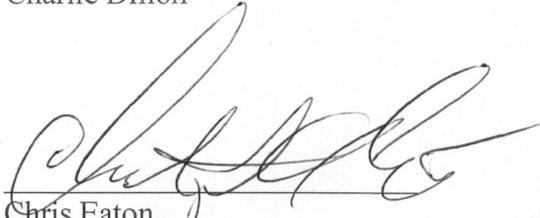
All effected employees shall be initially trained in this standard and retrained as necessary.

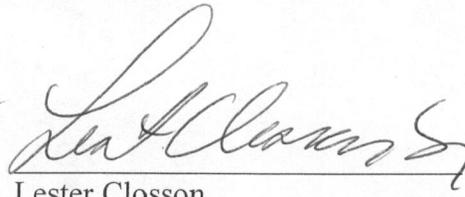
PERIODIC REVIEW

Periodic review shall be performed at least annually to assure that the lockout/tag-out system continues to be implemented properly and that the Town of Tremont employees are familiar with their responsibilities under these procedures.


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