

*APPENDIX U*

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*EQUIPMENT TAGGING  
PROCEDURES*

CITY OF RICHLAND  
PUBLIC WORKS DEPARTMENT  
Water Maintenance

Standard Operating Instruction  
WM-07-16

By: Scott Siefken  
Date: 01/01/07

SUBJECT: **EQUIPMENT TAGGING PROCEDURES**

PURPOSE: To assure that uniform procedures are followed in "tagging out" equipment to prevent injury to personnel and damage to equipment, the following procedure is implemented:

PROCEDURE: Equipment can be tagged out as follows:

**Who?** Any employee

**When?**

1. As soon as a hazard is seen.
2. Prior to maintenance, cleaning, etc.
3. Any questionable condition arises.

**What?** Any piece of division equipment or material

**How?**

1. The control switch, lever, button etc. will be turned "Off" and tagged.
2. If possible, the main switch will be shut off and tagged.
3. Before attempting repairs all valving, gates, etc. will be closed or opened as the case may be and tagged accordingly.

**Information on tag**

Date, time, reason for tagging, signature.

All pertinent information to be entered in shift log book.

**Who may remove tag?**

1. If equipment was tagged only for cleaning, testing, etc., the completing the work may remove the tag.
2. If equipment was tagged out for maintenance or repairs, the maintenance personnel completing the work may remove the tag.
3. If the equipment was tagged for possible safety reasons, the supervisor may remove tag.

Under all circumstances when tags are removed and the equipment is returned to serviceable condition the operator(s) on duty will be notified and the appropriate entries will be entered in the shift log book.

**IMPLEMENTATION:**

The above procedure is implemented immediately.