

# City of Murray

## Lockout Tagout Procedures

Machine: Glass Pulverizer Plant: Transfer Station  
 Area: Outdoor Bay on Transfer Station Shop Updated: November 8, 2013

### Personal Protective Equipment:

				
Safety Glasses	Steel Toe Shoes	Leather Gloves (as needed)		




### **SAFE OPERATING PROCEDURES:**

1. Always perform Lock, Tag, and Try to control hazardous energy sources prior to performing maintenance or service on this machine, when removing or bypassing a guard, and/or under any circumstance where the unexpected start-up or energization of the equipment could cause bodily harm.

### **LOCKOUT PROCEDURE:**




*(Use this procedure before any servicing or maintenance activities are performed where the expected energization, start up, or release of stored energy may cause injury. (i.e. repairs, set-up, clearing parts, etc.)*

### **Lock Out/Tag Out Equipment Needed:**

					
Lock	Tag	Breaker Device			

### **Before Servicing or Maintenance:**

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| <ol style="list-style-type: none"> <li>1. Notify all affected personnel that you intend to lockout the equipment.</li> <li>2. Clear the area and equipment of tools, parts and materials.</li> <li>3. Shut down the equipment by following normal shut down procedures and leaving all controls in the off position.</li> <li>4. Identify "Glass Crusher" on control box located on garage wall. (breaker 1 &amp; 3)</li> <li>5. Bring the machine to "zero energy state" by shutting the breaker to the OFF position.</li> </ol> | <ol style="list-style-type: none"> <li>6. Apply lock, tag, and breaker device to the circuit breaker.</li> <li>7. Identify Control Switch on the glass pulverizer under the feed conveyor.</li> <li>8. Switch to "OFF" position and apply lock and tag.</li> <li>9. Dissipate or release any stored/residual energy as necessary.</li> <li>10. Verify motor has no energy by attempting to operate the controller.</li> <li>11. Return controls to off or neutral position.</li> </ol> |
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<b><u>Energy Sources:</u></b>				
<b>Magnitude:</b>	<b>240 V</b>			
<b>Energy Isolation Device &amp; Location:</b>	Control Panel on Garage Wall & Control panel on east side of machine	Breaker Box on Garage Wall	Control Panel on east side of machine	
<b>Lockout Method:</b>	Apply Lock and Tag to Disconnect & Breaker			

### **After Servicing or Maintenance:**

1. Verify all controls are "off" or in neutral position.
2. Clear machine or equipment of tools, parts, or people.
3. Make sure all guarding is in place.
4. Notify affected personnel that the machine or equipment will be re-energized.
5. Remove locks, devices, and tags from energy isolation devices.
6. Re-energize or power-up machine by returning energy isolating devices to normal operating position.

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Approvals: \_\_\_\_\_  
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