



# City of Murray

## Lockout Tagout Procedures

Machine: Surface Wash Valve 1 Plant: Water Treatment Plant  
Area: Filter Building Updated: \_\_\_\_\_

### Personal Protective Equipment:

|  |   |   |   |  |
|--|---|---|---|--|
|  |  |  |  |  |
| Safety Glasses   | Steel Toe Shoes   | Nitrile Gloves (as needed)  | Leather Gloves (as needed)  |  |

### SAFE OPERATING PROCEDURES:

|  |   |
|--|---|
| 1. Always 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. | 2. Ladder may be needed to reach knife disconnect switch. |
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### 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  | Hasp   |  |  |  |

### Before Servicing or Maintenance:

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| 1. Notify all affected personnel that you intend to lockout the equipment.<br>2. Clear the area and equipment of tools, parts and other materials.<br>3. Identify Surface Wash Valve 1 disconnect switch located 10 feet below the valve on the wall in the pipe gallery.<br>4. Dennergize knife switch by flipping to OFF position. | 5. Apply hasp, lock, and tag on knife switch.<br>*NOTE* Tag shall include date taken out of service, person/persons that took out of service, and work being done.<br>6. Dissipate or release any stored energy by trying to turn the Surface Wash Valve 1 motor green switch to open located on the face of the valve.<br>7. Return green switch to the CLOSE position. |
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|  |   |  |  |  |
|--|---|--|--|--|
| <b>Energy Sources:</b>                         |  |  |  |  |
| <b>Magnitude:</b>                              | <b>110V</b>   |  |  |  |
| <b>Energy Isolation Device &amp; Location:</b> | Disconnect switch located below valve in gallery                                    |  |  |  |

### After Servicing or Maintenance:

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

Approvals: \_\_\_\_\_

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