



# City of Murray

## Lockout Tagout Procedures

Machine: Vacuum Pump 1 Plant: Water Treatment Plant  
 Area: High Service Pump Room Updated: \_\_\_\_\_

### Personal Protective Equipment:

				
Safety Glasses	Steel Toe Shoes	Hearing Protection (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. Use caution some parts could be HOT.
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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:

1. Notify all affected personnel that you intend to lockout the equipment. 2. Clear the area and equipment of tools, parts and other materials. 3. Identify Vacuum Pump 1 disconnect switch in the High Service Pump Room located on the front of the Vacuum Pump. 4. Denergize handle switch by turning to OFF position. 5. Apply hasp, lock, and tag on handle switch. *NOTE* Tag shall include date taken out of service, person/persons that took out of service, and work being done.	6. Dissipate or release any stored energy by trying to turn Pump 1 switch to Hand position located underneath handle switch. 7. Return to OFF position.
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<b>Energy Sources:</b>				
Magnitude:	460V			
Energy Isolation Device & Location:	Breaker box located on front of Vacuum Pump			

### 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.
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Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

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