

City of Murray Lockout Tagout 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. LOCKOUT PROCEDURE: (Use his procedure before any servicing or maintenance activities are performed where the expected energization, start up, or release of stored concryy may cause injury. (i.e. repairs, set-up, clearing parts, etc.) Lock Tag Hasp Before Servicing or Maintenance: 1. Notify affected personnel that you intend to lockout or tagout the equipment. 2. Clear the area and equipment of tools, parts and other materials. 3. Identify Drum Booster Pump panel on the south wall, left of the pump. 4. De-energize handle switch by turning to OFF position. Energy Sources: Magnitude: Above Energy Isolation Device & Location: Atter Servicing or Maintenance: 1. Vorify all controls are "off" or in neutral position. Atter Servicing or Maintenance: 1. Vorify all controls are "off" or in neutral position. 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 renormal guarding is in place. 4. Notify affected personnel that the machine or equipment will be renormal guarding is in place. 5. Re-energize or power-up machine by returning energy Isolation devices. 6. Re-energize or power-up machine by returning energy Isolation devices. 6. Re-energize or power-up machine by returning energy Isolation devices.	1									
Safety Glasses Safety Glasses Steel Toe Shoes 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. LOCKOUT PROCEDURE: (Use this procedure before any sorrolling 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 Tag Hasp Before Servicing or Maintenance: 1. Notify affected personnel that you intend to lockout or tagout the equipment. 2. Clear the area and equipment of tools, parts and other materials. 3. Identify Drum Booster Pump panel on the south wall, left of the pump. 4. De-energize handle switch by turning to OFF position. 5. Apply 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. Turn valves on left and right side of pump to OFF position. 7. Dissipate energy by turning switch on pump to ON. 8. Return switch to OFF position. Prepared by: Prepared by: Approvals: Prepared by: Approvals:	Machine:				F	Plant: Wastewater Treatment Plant				
Safety Glasses Steel Toe Shoes 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. LOCKOUT PROCEDURE: (Use this procedure before any servicing or maintenance artivities are performed where the expected energization, start up, or release of stored oring may cause injury. (or replats, set-up, clearing parts, citc.) Lock Out/Tag Out Equipment Needed: 1. Notify affected personnel that you intend to lockout or tagout the equipment. 2. Clear the area and equipment of tools, parts and other materials. 3. Identify Drum Booster Pump panel on the south wall, left of the pump. 4. De-energize handle switch by turning to OFF position. 5. Apply lock and tag on handle switch. **NOTIE** Tag shall include date taken out of service, person/persons that took out of service, and work being done. 5. Turn valves on left and right side of pump to OFF position. 7. Disspate energy by turning switch on pump to ON. 8. Return switch to OFF position. After Servicing or Maintenance: 1. Verify all controls are "off" or in neutral position. 2. Clear method or or in energy solation devices. 3. Make vare all guardings in place. 4. Approvals: Prepared by: Approvals: Prepared by: Approvals:				Jpdated:	7/9/10		<u> </u>			
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. LOCKOUT PROCEDURE: (Use his 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: 1. Notify affected personnel that you intend to lockout or tagout the equipment. 2. Clear the area and equipment of tools, parts and other materials. 3. Identify Drum Booster Pump panel on the south wall, left of the pump. 4. De-energize handle switch by turning to OFF position. 5. Apply 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. Turn valves on left and right side of pump to OFF position. 7. Dissipate energy by turning switch on pump to ON. 8. Return switch to OFF position. Energy Sources: Magnitude: Approvals: Approvals: Prepared by: Approvals: Prepared by: Approvals: A	Person	al Protective	e Equipment:	SNS99	Second Second					
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. LOCKOUT PROCEDURE: (Use his procedure before any servicing or maintenance activities are performed where the expected energization, start up, or release of stored concryy may cause injury. (i.e. repairs, set-up, clearing parts, etc.) Lock Tag Hasp Before Servicing or Maintenance: 1. Notify affected personnel that you intend to lockout or tagout the equipment. 2. Clear the area and equipment of tools, parts and other materials. 3. Identify Drum Booster Pump panel on the south wall, left of the pump. 4. De-energize handle switch by turning to OFF position. Energy Sources: Magnitude: Above Energy Isolation Device & Location: Atter Servicing or Maintenance: 1. Vorify all controls are "off" or in neutral position. Atter Servicing or Maintenance: 1. Vorify all controls are "off" or in neutral position. 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 renormal guarding is in place. 4. Notify affected personnel that the machine or equipment will be renormal guarding is in place. 5. Re-energize or power-up machine by returning energy Isolation devices. 6. Re-energize or power-up machine by returning energy Isolation devices. 6. Re-energize or power-up machine by returning energy Isolation devices.	Safet	Safety Glasses Steel Toe Shoes Le			•		The state of the s			
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 Hasp Before Servicing or Maintenance: 1. Notify affected personnel that you intend to lockout or tagout the equipment. 2. Clear the area and equipment of tools, parts and other materials. 3. Identify Drum Booster Pump panel on the south wall, left of the pump. 4. De-energize handle switch by turning to OFF position. Energy Sources: Magnitude: Magnitude: Lock Tag Hasp Second Total Parts Addition and the south wall, left of the pump. After Servicing or Maintenance: Lock Tag Hasp Second Total Parts Addition and the south wall, left of the pump. After Servicing or Maintenance: Lock Tag Hasp Second Total Parts Addition and the south wall, left of the pump. After Servicing or Maintenance activities are performed where the expected energization, start up, or release of stored energy and where the expected energization, start up, or release of stored energy and where the expected energization, start up, or release of stored energy are performed where the expected energization, start up, or release of stored energy are performed where the expected energization, start up, or release of stored energy are performed where the expected energization, start up, or release of stored energy are performed where the expected energization, start up, or release of stored energy are performed where the expected energization, start up, or release of stored energy are performed where the expected energization, start up, or release of stored energy are performed where the expected energization, start up, or release of s	SAFE OF	PERATING P	ROCEDURES:							
Lock Tag Hasp Before Servicing or Maintenance: 1. Notify affected personnel that you intend to lockout or tagout the equipment. 2. Clear the area and equipment of tools, parts and other materials. 3. Identify Drum Booster Pump panel on the south wall, left of the pump. 4. De-energize handle switch by turning to OFF position. Energy Sources: Magnitude: After Servicing or Maintenance: 1. Verify all controls are 'off' or in neutral position. Makes use all guarding is in place. 2. Clear machine or equipment of tools, parts and other materials. 3. Identify Drum Booster Pump panel on the south wall, left of the pump. 4. De-energize handle switch by turning to OFF position. Energy Sources: Magnitude: Atter Servicing or Maintenance: 1. Verify all controls are 'off' or in neutral position. Approvals: Prepared by: Approvals: Prepared by: Approvals: Approvals: Approvals: Approvals:	e so b w th	prior to performing maint machine, when removing ord, and/or under any circ pected start-up or energized ould cause bodily harm.	2. Use	2. Use caution, floor may be slippery.						
Lock Tag Hasp Before Servicing or Maintenance: 1. Notify affected personnel that you intend to lockout or tagout the equipment. 2. Clear the area and equipment of tools, parts and other materials. 3. Identify Drum Booster Pump panel on the south wall, left of the pump. 4. De-energize handle switch by turning to OFF position. Energy Sources: Magnitude: Energy Isolation Device & Location: Magnitude: Energy Isolation Device Control Panel on wall, left of pump After Servicing or Maintenance: 1. Verify all controls are 'off' or in neutral position. Prepared by: Date: 7/9/10 Approvals: Prepared by: Approvals: Approvals: Approvals:	(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.)									
1. Notify affected personnel that you intend to lockout or tagout the equipment. 2. Clear the area and equipment of tools, parts and other materials. 3. Identify Drum Booster Pump panel on the south wall, left of the pump. 4. De-energize handle switch by turning to OFF position. Energy Sources: Magnitude: Energy Isolation Device & Location: Magnitude: Energy Isolation Device & Location: Devicing 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 reenergized. 5. Apply 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. Turn valves on left and right side of pump to OFF position. 7. Dissipate energy by turning switch on pump to ON. 8. Return switch to OFF position. Prepared by: Date: 7/9/10 Approvals: Approvals: Approvals:			DANCER THE STATE OF THE STATE							
1. Notify affected personnel that you intend to lockout or tagout the equipment. 2. Clear the area and equipment of tools, parts and other materials. 3. Identify Drum Booster Pump panel on the south wall, left of the pump. 4. De-energize handle switch by turning to OFF position. Energy Sources: Magnitude: Energy Isolation Device & Location: 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 reenergized. 5. Apply 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. Turn valves on left and right side of pump to OFF position. 7. Dissipate energy by turning switch on pump to ON. 8. Return switch to OFF position. Prepared by: Approvals: Approvals: Approvals: Approvals: Approvals:				Hasp						
Magnitude: 460V Energy I solation Device & Location: Device & Locatio	 Notify tagou Clear mate Ident left of 	onnel that you intend to lont. equipment of tools, parts are er Pump panel on the sou	*NOTE* person/ done. 6. Turn va position 7. Dissipat	 *NOTE* Tag shall include date taken out of service, person/persons that took out of service, and work being done. 6. Turn valves on left and right side of pump to OFF position. 7. Dissipate energy by turning switch on pump to ON. 						
Energy I solation Device & Location: Control Panel on wall, left of 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 reenergized. 5. Remove locks, devices, and tags from energy isolation devices. 6. Re-energize or power-up machine by returning energy isolating	Energy	y Sources:	11							
& Location: 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 reenergized. 5. Remove locks, devices, and tags from energy isolation devices. 6. Re-energize or power-up machine by returning energy isolating		-								
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 reenergized. 5. Remove locks, devices, and tags from energy isolation devices. 6. Re-energize or power-up machine by returning energy isolating	Energy I									
 Verify all controls are "off" or in neutral position. Clear machine or equipment of tools, parts, or people. Make sure all guarding is in place. Notify affected personnel that the machine or equipment will be reenergized. Remove locks, devices, and tags from energy isolation devices. Re-energize or power-up machine by returning energy isolating 	After Se			1		1				
douges to normal enerating position	 Verify Clear r Make s Notify energi Remov Re-energi 	 Clear machine or equipment of tools, parts, or people. Make sure all guarding is in place. Notify affected personnel that the machine or equipment will be reenergized. Remove locks, devices, and tags from energy isolation devices. 			A				ate: 7/9/10	