



# City of Murray

## Lockout Tagout Procedures

Machine: Filter Booster Pump Plant: Wastewater Treatment Plant  
 Area: Filter Press Building Updated: 7/9/10

### Personal Protective Equipment:

				
Safety Glasses	Steel Toe Shoes	Leather Gloves (as needed)	Nitrile 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, floor may be slippery.
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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 affected personnel that you intend to lockout or tagout the equipment.	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.
2. Clear the area and equipment of tools, parts and other materials.	6. Turn valve on pump clock-wise until valve is closed.
3. Identify Filter Booster Pump panel on the south wall, left of the pump.	7. Dissipate energy by turning switch on pump to ON.
4. De-energize handle switch by turning to OFF position.	8. Return switch to OFF position.

<b>Energy Sources:</b>				
<b>Magnitude:</b>	<b>460V</b>			
<b>Energy Isolation Device &amp; Location:</b>	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 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: 7/9/10

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

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