



City of Murray

Lockout Tagout Procedures

Machine: Return Screw Pump 3 Plant: Wastewater Treatment Plant
 Area: North Central Updated: 7/9/10

Personal Protective Equipment:

				
Safety Glasses	Steel Toe Rubber Boots	Nitrile Gloves (as needed)	Leather Gloves (as needed)	Hardhat (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. Boom truck may be needed when performing work on bottom of auger. 3. There is possible bloodborne pathogen contact associated with working around Screw Pump.
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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 the equipment. 2. Clear the area and equipment of tools, parts and other materials. 3. Identify Return Screw Pump 3 knife switch in the Influent MCC Building on north control panel on the bottom left side. 4. Denergize knife switch by pulling to OFF position. 5. Apply hasp, lock, and tag on knife 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 knife switch ON at box located above the motor. 7. Return knife switch to OFF position. 8. If work needs to be done to bottom of auger close gate 3 at the bottom of auger clock wise until closed.
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Energy Sources:				
Magnitude:	460V			
Energy Isolation Device & Location:	Control panel in Influent MCC Building			

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: 7/9/10

Approvals: _____

