



# City of Murray

## Lockout Tagout Procedures

Machine: Rotomat Screen 2 Plant: Wastewater Treatment Plant  
 Area: North Central 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. Rotomat Screen 2 cannot be locked out without locking out Rotomat Screen 1 also. |
|--|---|

### 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 tag on button switch.<br>*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.               |   |
| 3. Identify Rotomat Screen 2 button switch on control panel 3 feet south of motor. |   |
| 4. De-energize switch by turning to OFF position.                                  |   |

|  |   |  |  |  |
|--|---|--|--|--|
| <b>Energy Sources:</b>                         |  |  |  |  |
| <b>Magnitude:</b>                              | <b>460V</b>   |  |  |  |
| <b>Energy Isolation Device &amp; Location:</b> | Control panel beside Rotomat Screens  |  |  |  |

### After Servicing or Maintenance:

|  |  |
|--|--|
| 1. Verify all controls are "off" or in neutral position.   | Prepared by: _____ Date: <u>7/9/10</u> |
| 2. Clear machine or equipment of tools, parts, or people.  | Approvals: _____                       |
| 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. | _____                                  |