City of Murray
Lockout Tagout Procedures

Machine: Air compressor Plant: Street Department
Area: Garage Updated: October 25, 2013

Personal Protective Equipment:

				
Safety Glasses	Steel Toe Shoes	Leather Gloves (as needed)		

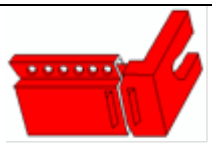
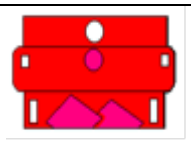
SAFE OPERATING PROCEDURES:

1. Always perform 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. The secondard power source is located on the wall behind the compressor in the form of a knife switch.

LOCKOUT PROCEDURE:

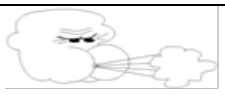
(Use this procedure before any servicing or maintenance activities are performed where the expected energization, start up, or release of stored energy may cause injury. (i.e. repairs, set-up, clearing parts, etc.)

Lock Out/Tag Out Equipment Needed:

					
Lock	**Tag**	**Hasp**	**Ball Valve Cover**	**Breaker Device**	

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 materials. 3. Shut down the equipment by following normal shut down procedures and leaving all controls in the off position. 4. Identify Air Compresor on the control panel in the closet off the break room. (#5 & 7) 5. Bring the machine to "zero energy state" by shutting breaker to the OFF position.	6. Apply breaker device, lock, and tag to breaker. 7. Turn the switch knife to the OFF position. 8. Apply lock, tag, and hasp through lock hole on knife switch. 9. Dissipate or release any stored/residual energy as necessary from 10. Turn the ball valve to the OFF position and apply the ball valve cover, lock, and tag. 11. Verify motor has no energy by turning switch on at the power box located outside by the motor. 12. Return controls to off or neutral position.

Energy Sources:				
Magnitude:	**480 V**	**480 V**	**Up to 135 PSI**	
Energy Isolation Device & Location:	Breaker box in closet in break room	Behind compressor on wall. Ball Valve	Side of compressor near garage doors	
Lockout Method:	Apply breaker device, lock, and tag to circuit breaker.	Apply Hasp, Lock, and Tag to breaker.	Apply ball valve cover, lock and tag to air valve.	

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: _____

Approvals: _____

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City of Murray
Lockout Tagout Procedures

Machine: Hoist Crane Plant: Street Department
Area: Outdoor Garage Updated: October 25, 2013

Personal Protective Equipment:

				
Safety Glasses	Steel Toe Shoes	Leather Gloves (as needed)		

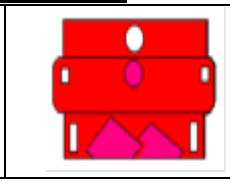
SAFE OPERATING PROCEDURES:

1. Always perform 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 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**	**Breaker Device**			

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 materials. 3. Shut down the equipment by following normal shut down procedures and leaving all controls in the off position. 4. Identify Hoist Crane on the control panel against the back wall of the outdor garage. (breaker 1 & 3)	5. Bring the machine to "zero energy state" by shutting the breaker to the OFF position. 6. Dissipate or release any stored/residual energy as necessary. 7. Apply lock, tag, and breaker device to the circuit breaker. 8. Verify motor has no energy by attempting to operate the controller. 9. Return controls to off or neutral position.

Energy Sources:				
Magnitude:	**480 V**			
Energy Isolation Device & Location:	Control Panel in Influent Control Building			
Lockout Method:	Apply Lock and Tag to Disconnect			

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: _____

Approvals: _____

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City of Murray
Lockout Tagout Procedures

Machine: Street Sign Screen Press Plant: Street Department
Area: Screen Press Room Updated: October 25, 2013

Personal Protective Equipment:

				
Safety Glasses	Steel Toe Shoes	Leather Gloves (as needed)		

SAFE OPERATING PROCEDURES:

1. Always perform 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:

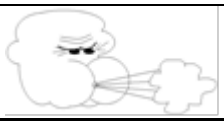
(Use this procedure before any servicing or maintenance activities are performed where the expected energization, start up, or release of stored energy may cause injury. (I.e. repairs, set-up, clearing parts, etc.)

Lock Out/Tag Out Equipment Needed:

					
Lock	**Tag**	**Air Block**			

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 materials. 3. Shut down the equipment by following normal shut down procedures and leaving all controls in the off position. 4. Identify the blue air line on the Andrus DR side of the building.	5. Bring the machine to "zero energy state" by shutting disconnecting air line from the machine. 6. Dissipate or release any stored/residual energy. 7. Apply air block, lock, and tag at the male end of the air line. 8. Verify motor has no energy by turning switch "on" to operate the press. 9. Return controls to off or neutral position.

Energy Sources:				
Magnitude:	**60-90 PSI**			
Energy Isolation Device & Location:	Blue hose on Andrus DR side of machine			
Lockout Method:	Disconnect hose and attach air block and lock			

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: _____

Approvals: _____

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