

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:

<ol style="list-style-type: none"> 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. 	
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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	Air Block			

Before Servicing or Maintenance:

<ol style="list-style-type: none"> 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. 	<ol style="list-style-type: none"> 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.
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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:

<ol style="list-style-type: none"> 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: _____
 Approvals: _____

