City of Murray
Lockout Tagout Procedures

Machine: Alum Transfer Pump Plant: Water Treatment Plant
Area: Filter Building Updated:

Personal Protective Equipment:

				
Safety Glasses	Steel Toe Shoes	Nitrile Gloves	Faceshield	

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 working around chemicals.

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	**2 Tags**	**Hasp (as needed)**			

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 other materials. 3. Identify Alum Transfer Pump disconnect switch located above the motor on lefthand side. ➢ Close valves labeled ATP1 and ATP2. 4. Denergize breaker by pushing switch to OFF position.	5. Apply hasp, lock, and tag on disconnect 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 the Alum Transfer Pump secondary switch ON, located on the right side of the Alum Pump 2. 7. Return switch to OFF position.

Energy Sources:				
Magnitude:	**460V**			
Energy Isolation Device & Location:	Breaker panel located in south west of Filter 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.

Prepared by: Date:

Approvals: