



# City of Murray

## Lockout Tagout Procedures

Machine: Backwash Pump Plant: Water Treatment Plant  
 Area: High Service Pump Room Updated: \_\_\_\_\_

### Personal Protective Equipment:

				
Safety Glasses	Steel Toe Shoes	Hearing Protection (as needed)	Leather Gloves (as needed)	

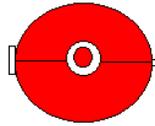
### SAFE OPERATING PROCEDURES:

<ol style="list-style-type: none"> <li>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.</li> </ol>	<ol style="list-style-type: none"> <li>Use caution tightening or loosening pump spindle due to spindle must be running. *(Spindle components may be HOT)</li> <li>Step ladder may be needed to reach disconnect switch above pump.</li> </ol>
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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:

				
<b>4 Locks</b>	<b>Tag</b>	<b>Hasp</b>	<b>3 Valve Covers</b>	

### Before Servicing or Maintenance:

<ol style="list-style-type: none"> <li>Notify all affected personnel that you intend to lockout the equipment.</li> <li>Clear the area and equipment of tools, parts and other materials.</li> <li>Identify Backwash Pump disconnect switch in the High Service Pump Room located directly above Backwash Pump on the west side.</li> <li>Denergize knife switch by turning to OFF position.</li> <li>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.</li> </ol>	<ol style="list-style-type: none"> <li>Turn a, b, and c valves clockwise until shut.</li> <li>Apply valve covers to A, B, and C valves and then apply locks to each.</li> <li>Dissipate or release any stored energy by trying to push START button on the Backwash Pump main breaker box located behind pump along the west wall.</li> <li>Push STOP button.</li> </ol>
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<b>Energy Sources:</b>				
Magnitude:	<b>460V</b>			
Energy Isolation Device & Location:	Breaker box located above Backwash pump on west side			

### After Servicing or Maintenance:

<ol style="list-style-type: none"> <li>Verify all controls are "off" or in neutral position.</li> <li>Clear machine or equipment of tools, parts, or people.</li> <li>Make sure all guarding is in place.</li> <li>Notify affected personnel that the machine or equipment will be re-energized.</li> <li>Remove locks, devices, and tags from energy isolation devices.</li> <li>Re-energize or power-up machine by returning energy isolating devices to normal operating position.</li> </ol>
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Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Approvals: \_\_\_\_\_  
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