



# City of Murray

## Lockout Tagout Procedures

Machine: Effluent Valve Filter 3 Plant: Water Treatment Plant  
 Area: Filter Building Updated: \_\_\_\_\_

### Personal Protective Equipment:

			
Safety Glasses	Steel Toe Shoes	Nitrile Gloves (as needed)	Leather 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. Ladder may be needed to reach knife disconnect switch.
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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>Lock</b>	<b>Tag</b>	<b>Hasp</b>	

### Before Servicing or Maintenance:

<ol style="list-style-type: none"> <li>1. Notify all affected personnel that you intend to lockout the equipment.</li> <li>2. Clear the area and equipment of tools, parts and other materials.</li> <li>3. Identify Effluent Valve Filter 3 disconnect switch located directly behind the pump on the wall in the pipe gallery.</li> <li>4. Denergize knife switch by flipping to OFF position.</li> </ol>	<ol style="list-style-type: none"> <li>5. 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> <li>6. Dissipate or release any stored energy by trying to turn the Effluent Valve Filter 3 motor green switch to open located on the face of the valve.</li> <li>7. Return green switch to the CLOSE position.</li> </ol>
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<b>Energy Sources:</b>				
<b>Magnitude:</b>	<b>110V</b>			
<b>Energy Isolation Device &amp; Location:</b>	Breaker panel located behind valve in gallery			

### After Servicing or Maintenance:

<ol style="list-style-type: none"> <li>1. Verify all controls are "off" or in neutral position.</li> <li>2. Clear machine or equipment of tools, parts, or people.</li> <li>3. Make sure all guarding is in place.</li> <li>4. Notify affected personnel that the machine or equipment will be re-energized.</li> <li>5. Remove locks, devices, and tags from energy isolation devices.</li> <li>6. Re-energize or power-up machine by returning energy isolating devices to normal operating position.</li> </ol>
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Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
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