



# City of Murray

## Lockout Tagout Procedures

Machine: Fluoride Pump Plant: Water Treatment Plant  
 Area: Filter Building Updated: \_\_\_\_\_

### Personal Protective Equipment:

|  |   |   |   |
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|  |  |  |  |
| Safety Glasses   | Steel Toe Shoes   | Nitrile Gloves  | Faceshield  |

### SAFE OPERATING PROCEDURES:

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| <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 working around Fluoride.</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:

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|  |  |  |  |
| <b>Lock</b>   | <b>2 Tags</b>  | <b>Hasp (as needed)</b>  | <b>Single Pole Breaker</b>   |

### Before Servicing or Maintenance:

|  |   |
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| <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.           <ul style="list-style-type: none"> <li>➢ Valve left of pump labeled Fluoride, must be turned clock-wise 90 degrees to shut OFF.</li> </ul> </li> <li>Identify Fluoride Pump breaker switch, labeled 30, in PA breaker panel located in southwest of Filter Building.</li> <li>Denergize breaker by flipping switch to OFF position.</li> <li>Apply single pole breaker cover, lock, and tag on breaker.</li> </ol> | <p>*NOTE* Tag shall include date taken out of service, person/persons that took out of service, and work being done.</p> <ol style="list-style-type: none"> <li>Dissipate or release any stored energy by trying to turn the Fluoride Pump knife switch ON, located left of pump.</li> <li>Return knife switch to OFF position, and place tag on knife disconnect.</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 in south west of Filter Building                              |  |  |  |

### After Servicing or Maintenance:

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| <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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