



City of Murray

Lockout Tagout Procedures

Machine: High Service Pump 4 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)

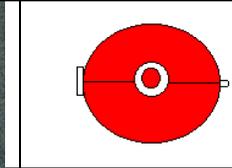
SAFE OPERATING PROCEDURES:

<ol style="list-style-type: none"> 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. 	<ol style="list-style-type: none"> 2. Use caution tightening or loosening pump spindle due to spindle must be running. *(Spindle components may be HOT) 3. Step ladder may be needed to reach disconnect switch above pump.
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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:

			
4 Locks	Tag	Hasp	3 Valve Covers

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 other materials. 3. Identify High Service Pump 4 disconnect switch in the High Service Pump Room located above Pump 2 on the west side. 4. Denergize knife switch by turning to OFF position. 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. 	<ol style="list-style-type: none"> 6. Turn 4A, 4B, and 4C valves clockwise until shut. 7. Apply valve covers to 4A, 4B, and 4C valves and then apply locks to each. 8. Dissipate or release any stored energy by trying to push START button on the High Service Pump 4 main breaker box located along the north wall. 9. Push STOP button.
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Energy Sources:				
Magnitude:	460V			
Energy Isolation Device & Location:	Breaker box located above Pump 2 on west side			

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: _____

