City of Murray
Lockout Tagout Procedures

Machine: Influent Valve 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.

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

Tag


Hasp

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 Influent Valve 3 disconnect switch located directly behind the pump on the wall.
4. Denergize knife switch by flipping 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.
6. Dissipate or release any stored energy by trying to turn the Influent Valve 3 motor green switch to open located on the face of the valve.
7. Return green switch to the CLOSE position.

Energy Sources:				
Magnitude:	**110V**			
Energy Isolation Device & Location:	Breaker panel located behind valve on wall			

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: