



# City of Murray

## Lockout Tagout Procedures

Machine: Post-Caustic Pump Plant: Water Treatment Plant  
 Area: Filter Building Updated: \_\_\_\_\_

### Personal Protective Equipment:

			
Safety Glasses	Rubber Steel Toe Shoes	Nitrile Gloves	Faceshield

### 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. Use caution working around chemicals.
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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>2 Tags</b>	<b>Hasp (as needed)</b>	<b>Single Pole Breaker</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 Post-Caustic Pump breaker switch, labeled 34, in PA breaker panel located in southwest of Filter Building.           <ul style="list-style-type: none"> <li>➤ If working on pump diaphragm close valves labeled POS-TV, POS1, and POS2 OFF, by turning clock-wise and release pressure by opening POS3 valve.</li> </ul> </li> <li>4. Denergize breaker by flipping switch to OFF position.</li> </ol>	<ol style="list-style-type: none"> <li>5. Apply single pole breaker cover, lock, and tag on breaker.           <p><b>*NOTE*</b> Tag shall include date taken out of service, person/persons that took out of service, and work being done.</p> </li> <li>6. Dissipate or release any stored energy by trying to turn the Post-Caustic Pump knife switch ON, located on wall behind the pump.</li> <li>7. Return knife switch to OFF position, and place tag on knife disconnect.</li> </ol>
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<b><u>Energy Sources:</u></b>				
Magnitude:	<b>110V</b>			
Energy Isolation Device & Location:	Breaker panel located in south west of Filter Building			

### 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. Reverse lockout steps and 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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