



# City of Murray

## Lockout Tagout Procedures

Machine: Drum Booster Pump Plant: Wastewater Treatment Plant  
 Area: Filter Press Building Updated: 7/9/10

### Personal Protective Equipment:

				
Safety Glasses	Steel Toe Shoes	Leather Gloves (as needed)	Nitrile Gloves (as needed)	

### SAFE OPERATING PROCEDURES:

<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, floor may be slippery.</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:

					
Lock	Tag	Hasp			

### Before Servicing or Maintenance:

<ol style="list-style-type: none"> <li>Notify affected personnel that you intend to lockout or tagout the equipment.</li> <li>Clear the area and equipment of tools, parts and other materials.</li> <li>Identify Drum Booster Pump panel on the south wall, left of the pump.</li> <li>De-energize handle switch by turning to OFF position.</li> </ol>	<ol style="list-style-type: none"> <li>Apply lock and tag on handle switch. *NOTE* Tag shall include date taken out of service, person/persons that took out of service, and work being done.</li> <li>Turn valves on left and right side of pump to OFF position.</li> <li>Dissipate energy by turning switch on pump to ON.</li> <li>Return switch to OFF position.</li> </ol>
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<b>Energy Sources:</b>				
Magnitude:	460V			
Energy Isolation Device & Location:	Control Panel on wall, left of pump			

### After Servicing or Maintenance:

<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: 7/9/10

Approvals: \_\_\_\_\_  
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