City of Murray
Lockout Tagout Procedures

Machine: Exhaust Fan 1 Plant: Wastewater Treatment Plant
Area: Sludge Handling Building Updated: 7/9/10

Personal Protective Equipment:

			
Safety Glasses	Steel Toe Shoes	Hearing Protection (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.
2. Use caution when using step ladder to work on fan.
3. This machine only has one lock out point located on control panel in Sludge Handling Building.

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 affected personnel that you intend to lockout the equipment.
2. Clear the area and equipment of tools, parts and other materials.
3. Identify Exhaust Fan 1 knife switch on the north side of the Sludge Handling Building in the left center of the control panel.
4. Denergize knife switch by pulling 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.

Energy Sources:				
Magnitude:	**460V**			
Energy Isolation Device & Location:	Control Panel in Sludge Handling Building			

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: 7/9/10

Approvals: _____

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