



# City of Murray

## Lockout Tagout Procedures

Machine: Screw Pump #1 Plant: Wastewater Treatment Plant  
 Area: West Updated: 7/9/10

**Personal Protective Equipment:**

				
Safety Glasses	<b>Steel Toe</b> Rubber Boots	Nitrile Gloves (as needed)	Leather Gloves (as needed)	Hardhat (as needed)

**SAFE OPERATING PROCEDURES:**

<ol style="list-style-type: none"> <li>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.</li> </ol>	<ol style="list-style-type: none"> <li>2. Boom truck may be needed when performing work on bottom of auger.</li> <li>3. There is possible bloodborne pathogen contact associated with working around Screw Pump.</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:**

					
<b>Lock</b>	<b>Tag</b>	<b>Hasp</b>			

**Before Servicing or Maintenance:**

<ol style="list-style-type: none"> <li>1. Notify 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 Screw Pump 1 knife switch in the Influent MCC Building on north control panel on the right side.</li> <li>4. Denergize knife switch by pulling to OFF position.</li> <li>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.</li> </ol>	<ol style="list-style-type: none"> <li>6. Dissipate or release any stored energy by trying to turn knife switch ON at box located above the motor.</li> <li>7. Return knife switch to OFF position.</li> <li>8. If work needs to be done to bottom of auger close gate 1 at the bottom of auger clock wise until closed.</li> </ol>
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<b>Energy Sources:</b>				
<b>Magnitude:</b>	<b>460V</b>			
<b>Energy Isolation Device &amp; Location:</b>	Control panel in Influent MCC 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. 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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