



City of Murray

Lockout Tagout Procedures

Machine: Effluent Valve Filter 4 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.	2. Ladder may be needed to reach knife disconnect switch.
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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"> 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 Effluent Valve Filter 4 disconnect switch located directly behind the pump on the wall in the pipe gallery. 4. Denergize knife switch by flipping to OFF position. 	<ol style="list-style-type: none"> 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 Effluent Valve Filter 4 motor green switch to open located on the face of the valve. 7. Return green switch to the CLOSE position.
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Energy Sources:				
Magnitude:	110V			
Energy Isolation Device & Location:	Breaker panel located behind valve in gallery			

After Servicing or Maintenance:

<ol style="list-style-type: none"> 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.
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Prepared by: _____ Date: _____
 Approvals: _____

