



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:

			
Lock	2 Tags	Hasp (as needed)	Single Pole Breaker

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 Post-Caustic Pump breaker switch, labeled 34, in PA breaker panel located in southwest of Filter Building. <ul style="list-style-type: none"> ➤ 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. 4. Denergize breaker by flipping switch to OFF position. 	<ol style="list-style-type: none"> 5. Apply single pole breaker cover, lock, and tag on breaker. <p>*NOTE* Tag shall include date taken out of service, person/persons that took out of service, and work being done.</p> 6. Dissipate or release any stored energy by trying to turn the Post-Caustic Pump knife switch ON, located on wall behind the pump. 7. Return knife switch to OFF position, and place tag on knife disconnect.
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<u>Energy Sources:</u>				
Magnitude:	110V			
Energy Isolation Device & Location:	Breaker panel located in south west of Filter Building			

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. Reverse lockout steps and re-energize or power-up machine by returning energy isolating devices to normal operating position.
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Prepared by: _____ Date: _____

Approvals: _____
