



# City of Murray

## Lockout Tagout Procedures

Machine: Vacuum Pump 2 Plant: Water Treatment Plant  
 Area: High Service Pump Room Updated: \_\_\_\_\_

### Personal Protective Equipment:

|  |   |   |   |  |
|--|---|---|---|--|
|  |  |  |  |  |
| Safety Glasses   | Steel Toe Shoes   | Hearing Protection (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. Use caution some parts could be HOT. |
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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 all 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 Vacuum Pump 2 disconnect switch in the High Service Pump Room located on the front of the Vacuum Pump.</li> <li>4. Denergize handle switch by turning to OFF position.</li> <li>5. Apply hasp, lock, and tag on handle switch.<br/>*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 Pump 2 switch to Hand position located underneath handle switch.</li> <li>7. Return to OFF position.</li> </ol> |
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|                                     |   |  |  |  |
|-------------------------------------|---|--|--|--|
| <b>Energy Sources:</b>              |  |  |  |  |
| Magnitude:                          | 460V  |  |  |  |
| Energy Isolation Device & Location: | Breaker box located on front of Vacuum Pump   |  |  |  |

### After Servicing or Maintenance:

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| <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: \_\_\_\_\_

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