Village of Lake George WWTP
Lock out Tag out Procedures

LOCKOUT-TAGOUT PROCEDURE
OSHA 29 CFR 1910.147

Lockout Tagout Procedure	
Purpose:	To protect authorized employees against unexpected or unplanned activation of equipment or energy while servicing equipment.
Scope:	Utilize this procedure for all scheduled PM shutdowns, any maintenance task that requires you to place your body in harm's way of the equipment, or if you have to leave the area while the equipment is in service.
Enforcement:	Failure to properly follow lockout-tagout procedure may result in corrective action

SHUTDOWN, LOCK, TAG & TEST SEQUENCE		
#	STEP	DESCRIPTION
1	Notify Employees	Notify all affected employees that servicing, or maintenance is required, and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance
2	Review Lockout Procedure	The authorized employee shall refer to the company procedure to identify the type and magnitude of the type of energy that the machine or equipment utilizes, shall understand the hazards of the energy, and shall know the methods to control the energy.
3	Preform Machine Stop	If the machine or equipment is operating, shut it down by the normal stopping procedure (depress the stop button, open switch, close valve etc.). Reference machine operating procedure for normal shutdown.
4	Isolate Energy	Follow graphical lockout-tagout procedure from top to bottom to de-activate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s). NOTE It may be necessary to dissipate the non-lockable energy sources before isolating the lockable energy sources. (i.e. lower the machine to lowest position before locking out.)
5	Lockout Energy	Lockout & tagout as required the energy isolating device(s) with assigned individual lock(s) and tag(s).
6	Dissipate Energy	Stored or residual energy (such as that in capacitators, springs, elevated machine members, rotating flywheels, hydraulic systems, as well as air, gas, steam or water pressure, etc.) must be dissipated or restrained by methods such as grounding repositioning, blocking, bleeding down etc.
7	Attempt Restart	Ensure that the equipment is disconnected from the energy sources by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or other normal operating controls or by testing to make certain the equipment will not operate. Caution: Return operating controls to neutral or "off" position after verifying the isolation of the equipment.

RESTORE TO SERVICE SEQUENCE		
#	STEP	DESCRIPTION
1	Check Machine	Check the machine or equipment and the immediate area around the machine to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.
2	Check Area	Check the work are to ensure that all employees have been safely positioned or removed from the area.
3	Verify Machine	Verify that the controls are in neutral.
4	Remove Lockout	Remove the locks, tags, and lockout devices and re-energize the machine or equipment. In reverse order, follow all of the steps from the visual lockout-tagout procedure found on the previous page. Note: The removal of some forms of blocking may require re-energization of the machine before safe removal.
5	Notify Employees	Notify affected employees that the servicing or maintenance is completed, and the machine or equipment is ready for use.

Created: 4/21/2023 Revised:	Location: Lake George WWTP	Procedure Number: 001
	Description: Chemical Feed Pumps	

Lockout Steps

Step/Hazard	Action	Image	Verification
1. Electrical energy (110 volts) Chemical splash	Turn off the pump at the controls.		Visual
2.	Identify the appropriate breaker panel, shut down, and apply your lock and tag.		Attempt to restart the pump at the controls. Check for residual energy with an AC sensor or Voltage meter by a qualified person.
3.	Drain lines of any chemical if necessary.		

Created: 4/21/2023 Revised:	Location: Lake George WWTP	Procedure Number: 002
	Description: Troy Built Mower	

Lockout Steps

Step/Hazard	Action	Image	Verification
1. Thermal, Chemical (fuel) Electrical energy, Potential energy	Park mower on a flat surface and turn off the engine. Block the wheels.		Manual Wait for components to cool
2. Electrical	Disconnect the spark plug wire from the spark plug.		Attempt to restart the engine. Check for residual energy with an AC sensor or Voltage meter by a qualified person.
3.	Place key in lock box.		Manual
4.	Place steering wheel cover over steering wheel.		Manual

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Created: 4/21/2023 Revised:	Location: Lake George WWTP	Procedure Number: 003
	Description: Honda and Cub Cadet Push Mowers	

Lockout Steps

Step/Hazard	Action	Image	Verification
1. Thermal, Chemical (fuel) Potential energy	Park mower on a flat surface and turn off the engine.		Manual Wait for components to cool
2.	Disconnect the spark plug wire from the spark plug.		Attempt to restart the engine. Drain fuel if necessary for maintenance.
3.	Place tag on the controls of the equipment.		Manual

Lockout Tagout Procedure	
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Created: 4/21/2023 Revised:	Location: Lake George WWTP	Procedure Number: 004
	Description: Stihl String Trimmers	

Lockout Steps

Step/Hazard	Action	Image	Verification
1. Potential/kinetic energy Chemical fuel, Hot components	Stop engine by moving the ignition switch to the stop of 0 position. Let all movement stop.		Manual Wait for hot components to cool.
2.	Disconnect the spark plug wire and remove the spark plug.		Attempt to restart the trimmer. Drain fuel if necessary for maintenance.
3.	Place tag on the machine to indicate it is out of service.		Manual

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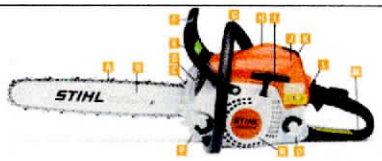
Created: 4/21/2023 Revised:	Location: Lake George WWTP	Procedure Number: 005
	Description: Stihl Chainsaws	

Lockout Steps

Step/Hazard	Action	Image	Verification
1. Chemical energy, heat, mechanical	Stop engine by moving the ignition switch to the stop or 0 position. Let all movement stop and engage the chain brake.		Manual
2.	Disconnect the spark plug wire and remove the spark plug.		Attempt to restart the saw.
3.	Place tag on the machine indicating it's out of service.		Wait for hot components to cool.

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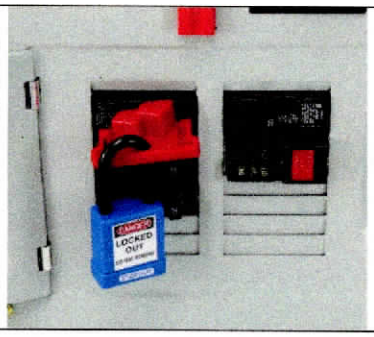
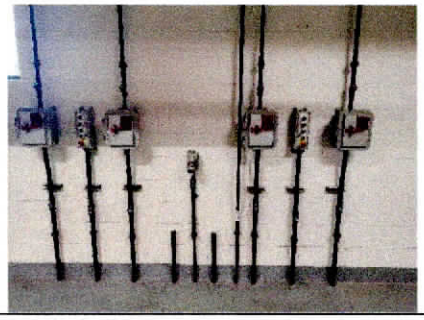
Created: 4/21/2023 Revised:	Location: Lake George WWTP All buildings	Procedure Number: 006
	Description: General Electrical/Wiring	

Lockout Steps

Step/Hazard	Action	Image	Verification
1. Electrical energy (110-volt, 220-volt systems)	Turn off the appropriate breakers in the correct panel box. Apply your lock and tag.		Check for residual energy with an AC sensor or voltage meter by a qualified person.

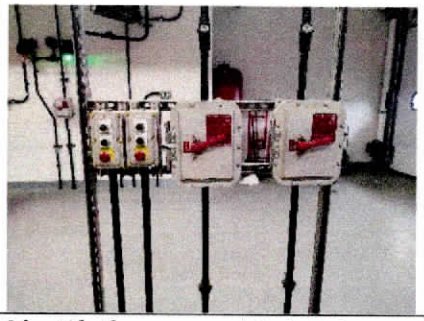
Created: 4/21/2023 Revised:	Location: Lake George WWTP	Procedure Number: 007
	Description: Spira Grit Units	

Lockout Steps

Step/Hazard	Action	Image	Verification
1. Electrical energy (480 volts)	Turn off the Unit at the controls. 		Visual
2.	Identify the appropriate breaker panel, shut down, and apply your lock and tag. Unit 100: Panel HVP2 sec 2, Breaker 14-16-18 Unit 101: Panel HVP2 sec 2, Breaker 20-22-24		Attempt to restart the unit at the controls. Check for residual energy with an AC sensor or Voltage meter by a qualified person.
3.			

Created: 4/21/2023 Revised:	Location: Lake George WWTP	Procedure Number: 008
	Description: Classifier Units	

Lockout Steps

Step/Hazard	Action	Image	Verification
1. Electrical energy (480 volts)	Turn off the Unit at the controls. 		Visual
2.	Identify the appropriate breaker panel, shut down, and apply your lock and tag. Unit 100: Panel HVP2 sec 2, Breaker 14-16-18 Unit 101: Panel HVP2 sec 2, Breaker 20-22-24		Attempt to restart the unit at the controls. Check for residual energy with an AC sensor or Voltage meter by a qualified person.
3.			

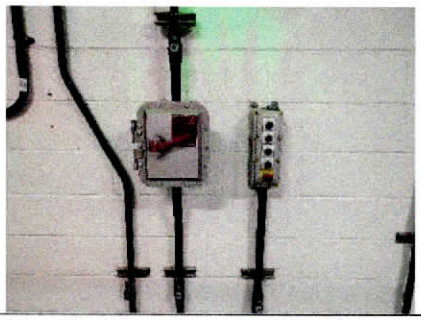
Created: 4/21/2023 Revised:	Location: Lake George WWTP	Procedure Number: 009
	Description: Belt Press	

Lockout Steps

Step/Hazard	Action	Image	Verification
1. Electrical energy (480 volts)	Turn off the Unit at the controls. 		Visual
2.	Identify the appropriate breaker panel, shut down, and apply your lock and tag. Panel HVP2 sec 2, Breaker 1-3-5		Attempt to restart the unit at the controls. Check for residual energy with an AC sensor or Voltage meter by a qualified person.
3.			

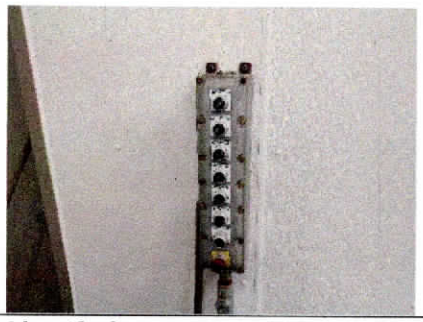
Created: 4/21/2023 Revised:	Location: Lake George WWTP	Procedure Number: 010
	Description: Influent Screen	

Lockout Steps

Step/Hazard	Action	Image	Verification
1. Electrical energy (480 volts)	Turn off the Unit at the controls. 		Visual
2.	Identify the appropriate breaker panel, shut down, and apply your lock and tag. Panel HVP2 sec 1, Breaker 25-27-29		Attempt to restart the unit at the controls. Check for residual energy with an AC sensor or Voltage meter by a qualified person.
3.			

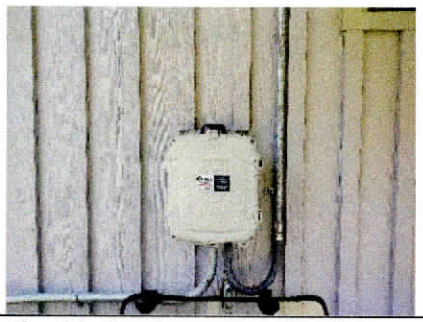
Created: 4/21/2023 Revised:	Location: Lake George WWTP	Procedure Number: 011
	Description: Septage Receiving Station	

Lockout Steps

Step/Hazard	Action	Image	Verification
1. Electrical energy (480 volts)	Turn off the Unit at the controls. 		Visual
2.	Identify the appropriate breaker panel, shut down, and apply your lock and tag. Breaker 8-10-12		Attempt to restart the unit at the controls. Check for residual energy with an AC sensor or Voltage meter by a qualified person.
3.	Pumps Pump1: Breaker 1-3-5 Pump2: Breaker 7-9-11		

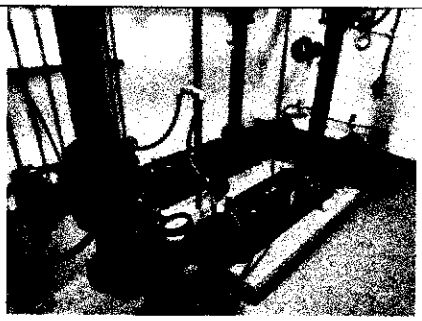
Created: 4/21/2023 Revised:	Location: Lake George WWTP	Procedure Number: 012
	Description: Admin E One Grinder Pump	

Lockout Steps

Step/Hazard	Action	Image	Verification
1. Electrical energy (240 volts)	Turn off the Unit at the controls. 		Visual
2.	Identify the appropriate breaker panel, shut down, and apply your lock and tag. LVP1 Breaker 33-35		Attempt to restart the unit at the controls. Check for residual energy with an AC sensor or Voltage meter by a qualified person.
3.			

Created: 4/21/2023 Revised:	Location: Lake George WWTP	Procedure Number: 013
	Description: Belt Press Feed Pumps	

Lockout Steps

Step/Hazard	Action	Image	Verification
1. Electrical energy (480 volts)	Turn off the Unit at the controls. 		Visual
2.	Identify the appropriate breaker panel, shut down, and apply your lock and tag. HVP3 Sec 2 Pump#1 Breaker 13-15-17 Pump#2 Breaker 14-16-18		Attempt to restart the unit at the controls. Check for residual energy with an AC sensor or Voltage meter by a qualified person.
3.			

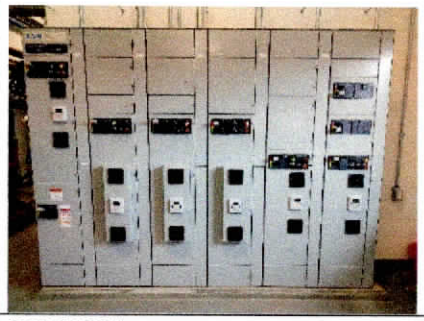
Created: 4/21/2023 Revised:	Location: Lake George WWTP	Procedure Number: 014
	Description: Digester Decant Pump Station	

Lockout Steps

Step/Hazard	Action	Image	Verification
1. Electrical energy (480 volts)	Turn off the Unit at the controls. 		Visual
2.	Identify the appropriate breaker panel, shut down, and apply your lock and tag. HVP3 Sec 2 Breaker 32-34-36		Attempt to restart the unit at the controls. Check for residual energy with an AC sensor or Voltage meter by a qualified person.
3.			

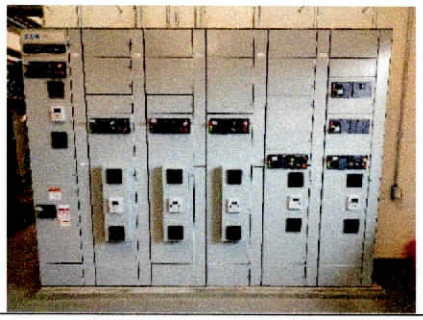
Created: 4/21/2023 Revised:	Location: Lake George WWTP	Procedure Number: 015
	Description: Jet Motive Pumps	

Lockout Steps

Step/Hazard	Action	Image	Verification
1. Electrical energy (480 volts)	Turn off the Unit at the controls. 		Visual
2.	SBR MCC1 Identify the appropriate disconnect, shut down, and apply your lock and tag.		Attempt to restart the unit at the controls. Check for residual energy with an AC sensor or Voltage meter by a qualified person.
3.			

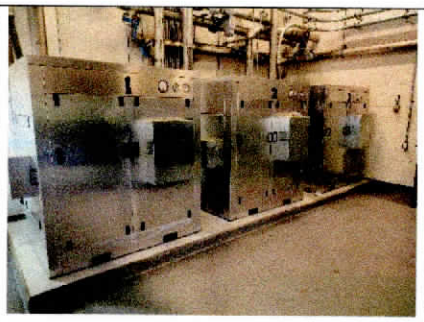
Created: 4/21/2023 Revised:	Location: Lake George WWTP	Procedure Number: 016
	Description: Waste Pumps	

Lockout Steps

Step/Hazard	Action	Image	Verification
1. Electrical energy (480 volts)	Turn off the Unit at the controls. 		Visual
2.	SBR MCC1 Identify the appropriate disconnect, shut down, and apply your lock and tag.		Attempt to restart the unit at the controls. Check for residual energy with an AC sensor or Voltage meter by a qualified person.
3.			

Created: 4/21/2023 Revised:	Location: Lake George WWTP	Procedure Number: 017
	Description: Blowers	

Lockout Steps

Step/Hazard	Action	Image	Verification
1. Electrical energy (480 volts)	Turn off the Unit at the controls. 		Visual
2.	SBR MCC2 Identify the appropriate disconnect, shut down, and apply your lock and tag.		Attempt to restart the unit at the controls. Check for residual energy with an AC sensor or Voltage meter by a qualified person.
3.			

Created: 4/21/2023 Revised:	Location: Lake George WWTP	Procedure Number: 018
	Description: S. Park Pump 1-2-3	

Lockout Steps

Step/Hazard	Action	Image	Verification
1. Electrical energy (480 volts)	Turn off the Unit at the controls. 		Visual
2.	Identify the appropriate breaker, shut down, and apply your lock and tag. 		Attempt to restart the unit at the controls. Check for residual energy with an AC sensor or Voltage meter by a qualified person.
3.			

Created: 4/21/2023 Revised:	Location: Lake George WWTP	Procedure Number: 019
	Description: S. Park Pump 1-2-3	

Lockout Steps

Step/Hazard	Action	Image	Verification
1. Electrical energy (480 volts)	Turn off the Unit at the controls. 		Visual
2.	Identify the appropriate breaker, shut down, and apply your lock and tag. 		Attempt to restart the unit at the controls. Check for residual energy with an AC sensor or Voltage meter by a qualified person.
3.			

Created: 4/21/2023 Revised:	Location: Lake George WWTP	Procedure Number: 020
	Description: Sewell St. Pumps 1 &2	

Lockout Steps

Step/Hazard	Action	Image	Verification
1. Electrical energy (208 volts)	Turn off the Unit at the controls. 		Visual
2.	Identify the appropriate breaker, shut down, and apply your lock and tag.		Attempt to restart the unit at the controls. Check for residual energy with an AC sensor or Voltage meter by a qualified person.
3.			

Created: 4/21/2023 Revised:	Location: Lake George WWTP	Procedure Number: 021
	Description: Booster Pump Station	

Lockout Steps

Step/Hazard	Action	Image	Verification
1. Electrical energy (208 volts)	Turn off the Unit at the controls. 		Visual
2.	Identify the appropriate breaker, shut down, and apply your lock and tag. 		Attempt to restart the unit at the controls. Check for residual energy with an AC sensor or Voltage meter by a qualified person.
3.			