

LOCKOUT/TAGOUT PROCEDURE

College of Saint Benedict

Date of Last Revision: June 15, 2004

TASK – Repair or Maintenance on Iron Removal Tank

Equipment to disable:

- Booster pump
- Well pumps
- Chemical feed pump
- Chlorine system
- Tank discharge valves (if entering tank)

Supplies needed:

- Padlocks
- Tags
- Saftee donuts

Procedure

This procedure is to be used in conjunction with the General Lockout Procedure.

Step 1:

Disable power by throwing booster pump disconnect. Secure with padlock. Apply tag.

Note: This isolates water source for chlorine injection that works in a vacuum. Chlorine cannot enter the system, as indicated by Terry Loso, Power Plant Supervisor.



Step 2:

Turn well pumps off. Two (2) pumps are present. Place one tag over each control knob.



Step 3:
Turn off chemical feed pump. Apply lockout device. Place tag on item.



Step 4:
If entering tank, drain tank by opening three (3) discharge valves. Apply locking mechanisms (such as saftee donuts) and secure each with padlocks. Apply tags to each valve.



Step 5:
Report to Supervisor that system has been locked out.

Procedure Approval

Signature: _____		
Department: _____	Date: _____	