



## **Lockout Procedure - Excel Baler**

### **June 2024**

#### **A. General**

This procedure establishes the minimum requirements for the lockout of energy isolating devices whenever servicing or maintenance is done on the Excel Baler, Model EX-62, hereafter known as baler in this procedure.

It shall be used for the following reasons:

- (1) To ensure that the baler is stopped and isolated from the power source that enables it to operate.
- (2) To assure a safe condition before employees perform servicing or maintenance on this equipment.

#### **B. Compliance with This Program**

All employees are required to comply with the restrictions and limitations imposed during the use of lockout and shall not attempt to remove locks/lockout devices or turn on breakers. Authorized employees will follow these procedures to ensure safe lockout of equipment.

Authorized employees:

- Tara Pike
- Nicholas Nordstrom
- Facilities Maintenance - responsibility for this equipment.

#### **C. Procedural Sequence – Authorized Employee**

- (1) Notify the following that the baler requires servicing/maintenance and will be shut down and locked out.
  - Tara Pike
  - Nicholas Nordstrom
  - Those working the Rebel Recycling yard
  - Facilities shop supervisor, if warranted
- (2) Identify the location, type and magnitude of the power source; understand the hazards associated with its use and the methods to control it.

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Power Source:

- a. Electrical (three phase motor, 480 voltage)
  - b. Hydraulic (residual energy in the ram)
- (3) Turn the key to the "System Off" position and remove the key.
  - (4) Push in the emergency stop button located on the bottom right corner of the panel.
  - (5) Turn on/off switch to the "off" position.
  - (6) Go to electrical panel EPL-1343, open the panel door and with your back to the breakers & reaching to the side, turn off breakers 1-3-5 and 2-4-6.
  - (7) Attach breaker lockout devices and locks to breakers 1-3-5 and 2-4-6.
  - (8) If work will be done on the interior of the baler or hydraulic ram, apply blocking to the ram to keep it from moving.
  - (9) Press the forward or reverse button on the panel. If there is no movement, then power is effectively locked out and servicing/maintenance can safely proceed.

## **D. Restoring Equipment to Service – Authorized Employee**

After completing the necessary servicing/maintenance and the baler is to be returned to normal operational condition, the authorized employee who originally applied the lock will:

- (1) Check the area in/around the baler to ensure that nonessential items have been removed and that the baler is operationally intact.
- (2) Check that all employees have been safely positioned or removed from the area.
- (3) Remove the blocking to the ram, if used.
- (4) Go to electrical panel EPL-1343, remove locks and lockout devices from breakers 1-3-5 and 2-4-6.
- (5) Stand with your back to the breakers and reach to the side, turn on breakers 1-3-5 and 2-4-6.
- (6) Go to the baler. Turn the on/off switch to the "on" position.
- (7) Push in the emergency stop button on the bottom right corner of the panel which provides power to the motor.
- (8) Push in the emergency stop button on the lower right corner of the other panel.

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- (9) Insert key and turn to the “run” position.
- (10) Press the forward button. The conveyor should move and the ram should move when a sufficient number of boxes have entered the hopper.
- (11) Notify those listed in C1 that service/maintenance has been completed and that baler is in an operational condition ready for use.

## **End of Procedure**

Reviewed by RRC & RMS