

**UNIVERSITY OF WASHINGTON LOCKOUT TAGOUT (LOTO) PROCEDURE**  
(WAC 296-803)

<b>DESCRIPTION:</b>	
University of Washington Department/Division: <i>Paul G. Allen School of CSE</i>	Building/Address: <i>Bill &amp; Melinda Gates Center for CSE</i>
Equipment ID: <i>AFX1708</i>	Equipment/System Description: <i>Drill Press</i>
Location: <i>CSE2 G15A</i>	Procedure last updated: <i>2022.12.19</i>

**PURPOSE:** (WAC 296-803-20005)  
This procedure establishes the minimum requirements necessary to protect employees from injury caused by the unexpected energization, start up, or release of stored energy during service or maintenance. Use this procedure to make sure the machine or equipment is stopped, isolated from all potentially hazardous energy sources, and locked out before any employee begins work

**AUTHORIZATION:** (WAC 296-803-20005)  
List any authorized persons authorized to lock and tag out the machine or equipment using this procedure:

Alexander Lefort, Fabrication Research Lab Manager

**SCOPE:** (WAC 296-803-20005)  
Provide a description of the scope of work for this service or maintenance work (include the work order #):

Work order #:

Tuning drill press  
Drill press repairs

**NOTIFY:** (WAC 296-803-20010)  
Notify all affected employees that the machine or equipment is to be shut down and locked out for service or maintenance:

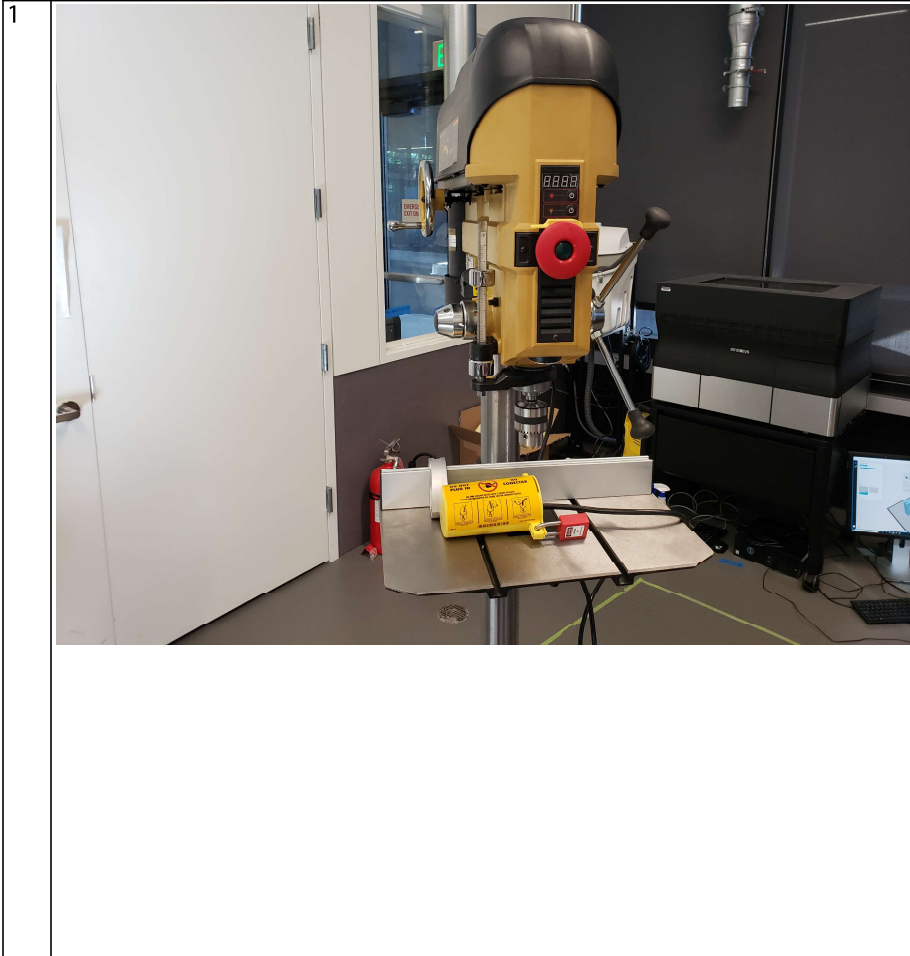
Name/Job Title:	Notification Method:
<i>Listserv</i>	<b>Email</b>
Lab Personnel	Sign posted on equipment

**NORMAL SHUTDOWN:** (WAC 296-803-20010)  
Shut down the machine or equipment by normal stopping procedures (such as depressing a stop button, opening switches, or closing valves). List the types and locations of machine or equipment operating controls:

Shutdown Method:	Location:
Power switch is off.	Located at the front of the drill body.
Unplug the machine.	Runs from back of motor body.

**ISOLATE AND LOCKOUT:** (WAC 296-803-20001)  
Isolate energy sources using appropriate isolating devices. Lock and tag out the energy isolating devices with assigned individual locks and tags:

**WARNING: The following are the known lockout steps. If additional steps are discovered, inform your supervisor, lock them out, and modify this procedure accordingly.**



Energy source and magnitude:

Type of energy source:

Magnitude:

Energy Isolating Device Location:

*Front of the drill press body, on top of the on/off switch*

Isolation device/procedure:

*Ensure power switch is depressed. Unplug the saw from the wall receptacle.*

Control Method: Lock/Tag Info *(Initial and Date)*

*Apply cord cap to cord end using the cap-attached diagram for proper fitting and lock in the closed position around the cord with LOTO hasp.*

Method to relieve residual/stored energy:

*N/A*

Verification Method:

*Attempt to switch the machine on via power button. Then ensure button is turned back to off position.*

Restored by: *(Initial and Date)*:



Energy source and magnitude:

Type of energy source:

Magnitude:

Energy Isolating Device Location:

Isolation procedure:

Control Method: Lock/Tag Info *(Initial and Date)*

Method to relieve residual/stored energy:



		<p>Verification Method:</p> <input type="text"/> <p>Restored by: <i>(Initial and Date)</i>: <input type="text"/></p>
3	<p>Click to insert picture (portrait photo only)</p>	<p>Energy source and magnitude:</p> <p>Type of energy source: <input type="text"/></p> <p>Magnitude: <input type="text"/></p> <p>Energy Isolating Device Location:</p> <input type="text"/> <p>Isolation device/procedure:</p> <input type="text"/> <p>Control Method: Lock/Tag Info <i>(Initial and Date)</i>:</p> <input type="text"/> <p>Method to relieve residual/stored energy:</p> <input type="text"/> <p>Verification Method:</p> <input type="text"/> <p>Restored by: <i>(Initial and Date)</i>: <input type="text"/></p>
4	<p>Click to insert picture (portrait photo only)</p>	<p>Energy source and magnitude:</p> <p>Type of energy source: <input type="text"/></p> <p>Magnitude: <input type="text"/></p> <p>Energy Isolating Device Location:</p> <input type="text"/> <p>Isolation device/procedure:</p> <input type="text"/> <p>Control Method: Lock/Tag Info <i>(Initial and Date)</i>:</p> <input type="text"/> <p>Method to relieve residual/stored energy:</p> <input type="text"/>





**RESTORE:** (WAC 296-803-50035)

Restore the machine or equipment to service after the service or maintenance is completed.

**Step 1:** Check the machine or equipment and the immediate area around it to make sure all non essential items have been removed and that the machine or equipment is in operating condition and ready to energize.

**Step 2:** Make sure all employees are safely positioned for starting or energizing the machine or equipment.

**Step 3:** Verify that the controls are in neutral.

**Step 4:** Remove the lockout devices and reenergize the machine or equipment.

**Note:** Some forms of blocking may require re-energization of the machine before they can be safely removed.

**Step 5:** Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready to use.