

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

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| DESCRIPTION: | |
| University of Washington Department/Division: <i>Paul G. Allen School of CSE</i> | Building/Address: <i>Bill & Melinda Gates Center for CSE</i> |
| Equipment ID: <i>AFX1707</i> | Equipment/System Description: <i>Band Saw</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 saw
Saw repairs
Blade replacement

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:

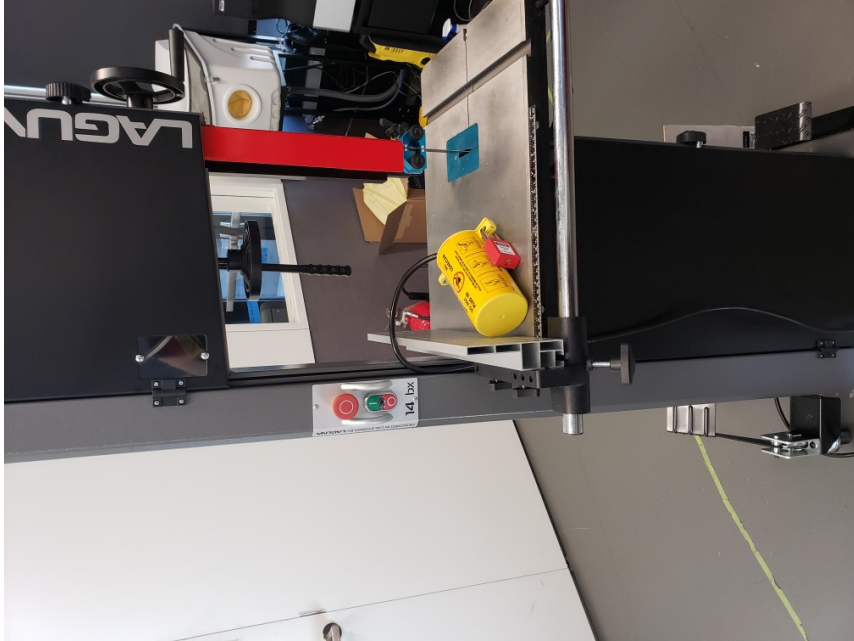
| Name/Job Title: | Notification Method: |
|-----------------|--------------------------|
| <i>Listserv</i> | Email |
| Lab Personnel | Sign posted on equipment |
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NORMAL SHUTDOWN: (WAC 296-803-20010)
Shut down the machine or equipment by normal stopping 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 saw, halfway up the spine. |
| E-Stop is depressed. | Located at the front of the saw, just above the on/off switch. |
| Unplug the machine. | Runs from back of saw. |
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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.

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|---|----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 |  | <p>Energy source and magnitude:</p> <p>Type of energy source: <input type="text" value="Electrical"/></p> <p>Magnitude: <input type="text" value="120V"/></p> <p>Energy Isolating Device Location:</p> <p><i>Front of the saw, above the on/off switch</i></p> <p>Isolation device/procedure:</p> <p><i>Depress the emergency stop button to cut power. Unplug the saw from the wall receptacle.</i></p> <p>Control Method: Lock/Tag Info <i>(Initial and Date)</i></p> <p><i>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.</i></p> <p>Method to relieve residual/stored energy:</p> <p><i>N/A</i></p> <p>Verification Method:</p> <p><i>Attempt to switch the machine on via power button. Then ensure button is turned back to off position.</i></p> <p>Restored by: <i>(Initial and Date)</i>: <input type="text"/></p> |
| 2 | <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> <p><input type="text"/></p> <p>Isolation procedure:</p> <p><input type="text"/></p> <p>Control Method: Lock/Tag Info <i>(Initial and Date)</i></p> <p><input type="text"/></p> <p>Method to relieve residual/stored energy:</p> <p><input type="text"/></p> |

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| | | <p>Verification Method:</p> <input data-bbox="963 174 1568 258" type="text"/> |
| 3 | <p>Click to insert picture (portrait photo only)</p> | <p>Restored by: <i>(Initial and Date)</i>: <input data-bbox="1295 268 1568 310" type="text"/></p> <p>Energy source and magnitude:</p> <p>Type of energy source: <input data-bbox="1214 363 1568 415" type="text"/></p> <p>Magnitude: <input data-bbox="1255 436 1568 489" type="text"/></p> <p>Energy Isolating Device Location:</p> <input data-bbox="963 531 1568 615" type="text"/> <p>Isolation device/procedure:</p> <input data-bbox="963 657 1568 825" type="text"/> <p>Control Method: Lock/Tag Info <i>(Initial and Date)</i>:</p> <input data-bbox="963 867 1568 972" type="text"/> <p>Method to relieve residual/stored energy:</p> <input data-bbox="963 1014 1568 1098" type="text"/> <p>Verification Method:</p> <input data-bbox="963 1129 1568 1213" type="text"/> <p>Restored by: <i>(Initial and Date)</i>: <input data-bbox="1295 1224 1568 1266" 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 data-bbox="1214 1318 1568 1371" type="text"/></p> <p>Magnitude: <input data-bbox="1255 1392 1568 1444" type="text"/></p> <p>Energy Isolating Device Location:</p> <input data-bbox="963 1486 1568 1570" type="text"/> <p>Isolation device/procedure:</p> <input data-bbox="963 1612 1568 1780" type="text"/> <p>Control Method: Lock/Tag Info <i>(Initial and Date)</i>:</p> <input data-bbox="963 1822 1568 1927" type="text"/> <p>Method to relieve residual/stored energy:</p> <input data-bbox="963 1969 1568 2043" 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.