



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

DESCRIPTION:

University of Washington Department/Division: Paul G. Allen School of Computer Science & Engineering
Building/Address: 185 Stevens Way NE, Box 352350, Seattle, WA 98195
Equipment ID: 2037487
Equipment/System Description: Shima Seiki CNC Knitting Machine
Location: Bill & Melinda Gates Center for CSE, CSE2 G15
Procedure last updated: 2022.12.19

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 #: []

Needle Replacement
Machine 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: Listserv, Lab Personnel
Notification Method: E-mail, 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: Hold drive switch to shut down machine, Turn main power knob to 'OFF' position
Location: Front of machine, Front of machine, under lip of bed

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.

1		<p>Energy source and magnitude:</p> <p>Type of energy source: <input type="text" value="Electrical"/></p> <p>Magnitude: <input type="text" value="230V"/></p> <p>Energy Isolating Device Location:</p> <p><input type="text" value="Plug/Wall Outlet"/></p> <p>Isolation device/procedure:</p> <p><i>Shut down machine by holding the drive power button. Then, turn main power knob to the 'off' position. Finally, turn the plug counterclockwise and remove from the wall outlet.</i></p> <p>Control Method: Lock/Tag Info (Initial and Date)</p> <p><i>Apply a cord lock-out end-cap using the attached diagram for reference to the end of the plug and apply a LOTO hasp lock.</i></p> <p>Method to relieve residual/stored energy:</p> <p><input type="text" value="N/A"/></p> <p>Verification Method:</p> <p><i>Turn main power knob to 'on' position and attempt to activate drive power switch. Return the power knob to</i></p> <p>Restored by: (Initial and Date): <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" value="Other (Fill in)"/></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 (Initial and Date)</p> <p><input type="text"/></p> <p>Method to relieve residual/stored energy:</p> <p><input type="text"/></p>

		<p>Verification Method:</p> <input data-bbox="963 174 1568 258" type="text"/> <p>Restored by: <i>(Initial and Date)</i>: <input data-bbox="1295 268 1568 310" 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 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"/>

		Verification Method: <input style="width:95%;" type="text"/>
		Restored by: <i>(Initial and Date)</i> : <input style="width:95%;" type="text"/>
5	Click to insert picture <small>(portrait photo only)</small>	Energy source and magnitude: Type of energy source: <input style="width:95%;" type="text"/> Magnitude: <input style="width:95%;" type="text"/> Energy Isolating Device Location: <input style="width:95%; height:30px;" type="text"/> Isolation device/procedure: <input style="width:95%; height:60px;" type="text"/> Control Method: Lock/Tag Info <i>(Initial and Date)</i> <input style="width:95%; height:30px;" type="text"/> Method to relieve residual/stored energy: <input style="width:95%; height:30px;" type="text"/> Verification Method: <input style="width:95%; height:30px;" type="text"/> Restored by: <i>(Initial and Date)</i> : <input style="width:95%;" type="text"/>

GROUP LOTO: (WAC 296-803-50050)
Determine which procedures to use if more than one person will be involved in the LOTO procedure:

<p style="color: red; text-align: center;">Will more than one person will be involved in this procedure?</p> <p><i>If you select NO, group LOTO <u>will not</u> be used, skip to next section</i></p> <p><i>If you select YES, a group LOTO <u>will</u> be used, and describe your group LOTO method below</i></p>	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
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Choose a group LOTO method:

A hasp will be used for this procedure

A lock box will be used for this procedure Lock Box Identification #:

A Primary Authorized Person Name:

Name:

During shift or personnel changes, make sure there is continuous LOTO protection and record the new PAP and date each time there is a change.

THE MACHINE OR EQUIPMENT IS NOW LOCKED OUT AND SERVICE OR MAINTENANCE CAN BE DONE



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.