ENVIRONMENTAL HEALTH & SAFETY
UNIVERSITY of WASHINGTON

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:	*2025.05.15*

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:	Notification Method:
Listserv	***E-mail***
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:

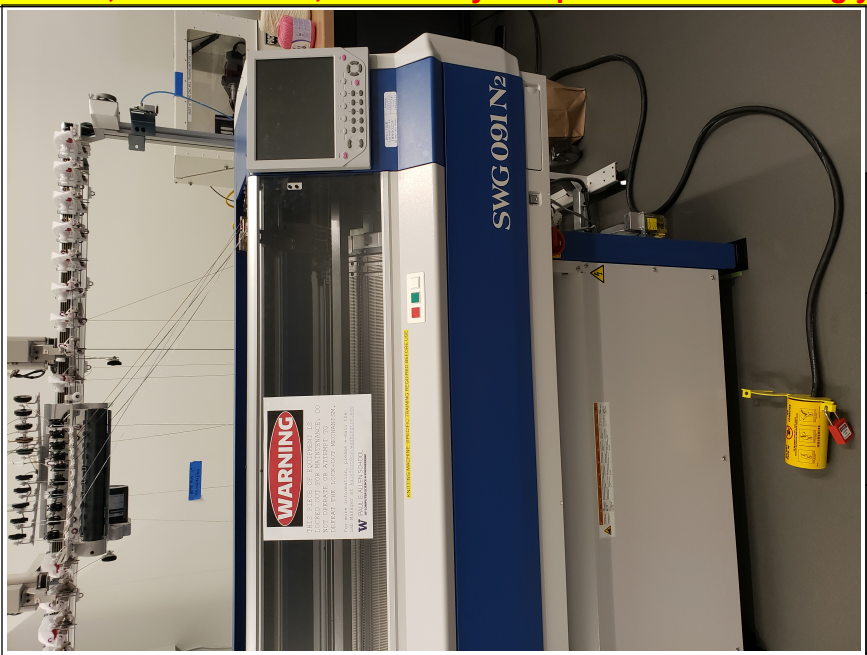
Shutdown Method:	Location:
Hold drive switch to shut down machine	Front of machine
Turn main power knob to 'OFF' position	Front of machine, under lip of bed

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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.

1



Energy source and magnitude:

Type of energy source: Electrical

Magnitude: *230V*

Energy Isolating Device Location:

Plug/Wall Outlet

Isolation device/procedure:

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.

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

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.

Method to relieve residual/stored energy:

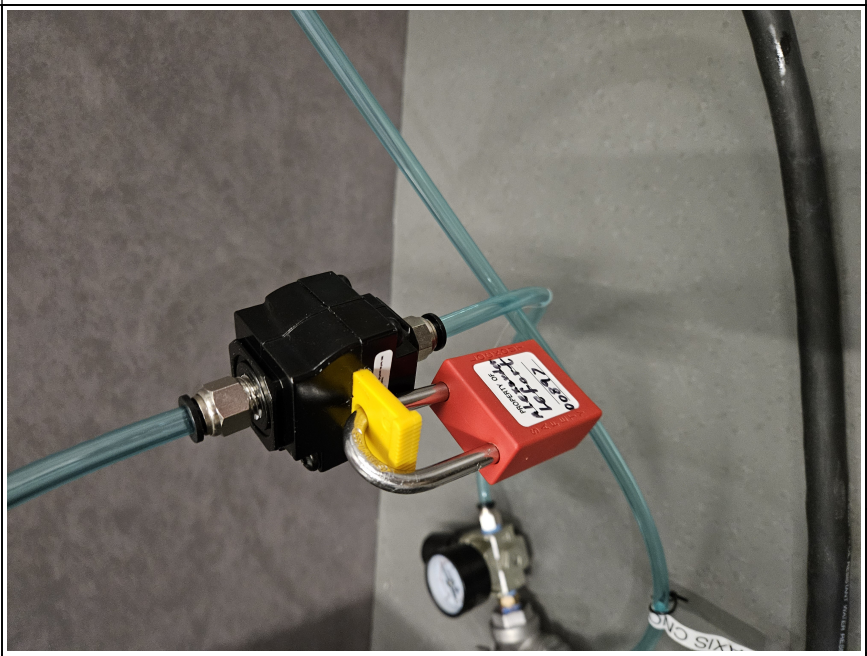
N/A

Verification Method:

Turn main power knob to 'on' position and attempt to activate drive power switch. Return the power knob to

Restored by: *(Initial and Date):* *Person removing lock*

2



Energy source and magnitude:

Type of energy source: Pneumatic

Magnitude: *80 psi*

Energy Isolating Device Location:

Lockout valve on pneumatic tube to the right of the machine.

Isolation procedure:

Ensure the machine is shut down. Press the yellow gate through the lockout valve to close the airway and automatically vent the line and to reveal the hasp hole.

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

Apply a LOTO hasp through the revealed hole on the other side of the valve.

Method to relieve residual/stored energy:

Residual pressure is released automatically when the gate is closed on the lockout valve.

		Verification Method: *Open the drain cock of the air filter on the right side of the machine. If no air flows, the line is empty.* Restored by: *(Initial and Date):* *Person removing lock*
3	Click to insert picture (portrait photo only)	Energy source and magnitude: Type of energy source: Magnitude: *volts, amps, psi, temp, lbs., et* Energy Isolating Device Location: *EID location (building/room), EID identification #.* Isolation device/procedure: *Describe the device the lock/tag is applied to (e.g. circuit breaker, line valve, block, etc.) and the method of the de-energization of equipment.* Control Method: Lock/Tag Info *(Initial and Date):* *Provide lock description or specific lock # if applicable, if tagout only proveide description of additional safeguard. Initial/Date of person applying lock/tag.* Method to relieve residual/stored energy: *If applicable, describe the process for relieving any additional energy sources (i.e. bleeding a valve).* Verification Method: *Explain how zero energy is confirmed* Restored by: *(Initial and Date):* *Person removing lock*
4	Click to insert picture (portrait photo only)	Energy source and magnitude: Type of energy source: Magnitude: *volts, amps, psi, temp, lbs., et* Energy Isolating Device Location: *EID location (building/room), EID identification #.* Isolation device/procedure: *Describe the device the lock/tag is applied to (e.g. circuit breaker, line valve, block, etc.) and the method of the de-energization of equipment.* Control Method: Lock/Tag Info *(Initial and Date)* *Provide lock description or specific lock # if applicable, if tagout only proveide description of additional safeguard. Initial/Date of person applying lock/tag.* Method to relieve residual/stored energy: *If applicable, describe the process for relieving any additional energy sources (i.e. bleeding a valve).*

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		Verification Method: *Explain how zero energy is confirmed* Restored by: *(Initial and Date):* *Person removing lock*
5	Click to insert picture (portrait photo only)	Energy source and magnitude: Type of energy source: Magnitude: *volts, amps, psi, temp, lbs., etc.* Energy Isolating Device Location: *EID location (building/room), EID identification #.* Isolation device/procedure: *Describe the device the lock/tag is applied to (e.g. circuit breaker, line valve, block, etc.) and the method of the de-energization of equipment.* Control Method: Lock/Tag Info *(Initial and Date)* *Provide lock description or specific lock # if applicable, if tagout only proveide description of additional safeguard. Initial/Date of person applying lock/tag.* Method to relieve residual/stored energy: *If applicable, describe the process for relieving any additional energy sources (i.e. bleeding a valve).* Verification Method: *Explain how zero energy is confirmed* Restored by: *(Initial and Date):* *Person removing lock*

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

Will more than one person will be involved in this procedure? *If you select NO, group LOTO will not be used, skip to next section* *If you select YES, a group LOTO will be used, and describe your group LOTO method below*	☐ YES	☒ NO

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.