A. General

This Procedure establishes the requirements for authorized employee(s) of UNLV Reprographics and Nevada Graphics, when performing a Lockout/Tagout for maintenance or servicing the Challenge Paper Cutter. The UNLV Reprographics personnel are to include Keith Spain, Beau Barnson and Joe Walter.

Read, understand and follow all Safety Precautions listed below.

- This machine is designed and safeguarded for **ONE PERSON operation**. NEVER operate the cutter with more than one person.
- Safety of this machine is the responsibility of the operator. Use good judgement and common sense when working with and around this machine.
- **READ** and understand all instructions thoroughly before using the cutter. If questions still remain, call your Authorized Challenge Dealer—Failure to understand operating instructions may result in personal injury.
- Only trained and authorized persons should operate the cutter. Turn the machine off and remove the key to prevent unauthorized use.
- **DO NOT ALTER SAFETY GUARDS OR DEVICES**, they are for your protection and should not be altered or removed. Severe lacerations or dismemberment could result.
- **DISCONNECT POWER** before cleaning, lubricating, servicing or making adjustments not requiring power. Lock the disconnect switch in the **OFF** position, see Power Lock-Out procedure below.
- When not in use push stop button in and remove the key to lock the cutter, see key Lock.
- Have your electrician check for sufficient power to operate the cutter properly.
- **OBSERVE ALL CAUTION PLATES AND DECALS** mounted on this cutter.
- **KEEP FOREIGN OBJECTS** off table and away from cutter blade.
- **BE EXTREMELY CAREFUL** when handling and changing the cutter knife. Severe lacerations or dismemberment could result from careless handling procedure.
- **KEEP THE FLOOR** around the cutter free of trim, debris, oil and grease.
- If the cutter sounds or operates unusually, turn it off and consult the Trouble Shooting section of the manual. If the problem cannot be corrected have it checked by a qualified service person or your Authorized Challenge Dealer.
- **CRUSH HAZARD**, keep feet off the Low Pressure Clamp Footswitch when handling paper under the clamp. **DO NOT REST FOOT ON PEDAL** at any time!
- **DO NOT REACH UNDER THE KNIFE AND CLAMP AREA**! Use a Jogging Aid to align and load stock and use backgage controls to remove stock.
- **DO NOT OPERATE WITH ANY GUARDS REMOVED**! Replace all guards after adjusting, lubricating or servicing the cutter.
- **NEVER STAND ON CUTTER TABLE SURFACES** or any other part of the cutter! Use a step ladder.
- **NOTE NEVADA GRAPHICS TECHNICIAN**: When replacing hydraulic parts, loosen the connections slowly to release pressure. Never loosen connections with the machine running.

B. COMPLIANCE with THIS PROGRAM

All University Reprographics employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout. Authorized Personnel are required to perform lockout in accordance with this procedure. The authorized personnel include UNLV Reprographics employees: Keith Spain, Beau Barnson, Joe Walter and a Nevada Graphics technician who service UNLV Reprographics bindery equipment. All UNLV Reprographics personnel upon
observing that the Challenge paper cutter is in Lockout/Tag out shall not attempt to start, energize, or operate the Challenge paper cutter until instructed to do so by the authorized UNLV Reprographics personnel named in the above procedure.

C. SEQUENCE OF LOCKOUT

(1) Inform the Director or designated representative in their absence that a lockout/tagout is required for servicing.
(2) Notify all affected employees, servicing or maintenance is required on the Challenge Paper Cutter and that it must be shut down prior to lockout/tagout
(3) Locate the operational control panel on the front of the cutter, turn off the cutter using normal stopping procedures by pushing the emergency stop button to shut of the cutter and remove key. Key is to be kept by the authorized UNLV Reprographics personnel or by the Nevada Graphics technician
(4) Locate Circuit Breaker Panel EPS6 in room 113B on east wall. Identify circuit breakers 20, 22, 24 on right side of panel board, turn off all three breakers by turning to the off or right position. (see figure 1)
(5) Attach lockout device and apply safety padlock and DO NOT OPERATE tag. To be signed and dated by an authorized employee of Nevada Graphics. (see figure 2)
(6) The “Do Not Operate” tag may only be removed by the individual who signed the tag.
(7) Check the normal operational controls to determine the Challenge Paper Cutter will not function.
(8) The Challenge Paper Cutter is now locked out and work can now be safely performed.

D. RESTORATION OF EQUIPMENT TO SERVICE

(1) Check the area around and on the paper cutter back gauge and front table to ensure that all non-essential items have been removed and that the paper cutter components are operationally intact.
(2) Verify that the controls are in the off position.
(3) Remove the lockout/tagout from circuit breakers located in Panel EPS6 room 113B on east wall and re-engage breakers 20, 22, and 24 on the right side of the panel board to the on position or to the left position.
(4) Insert Key to main on/off switch on cutter.
(5) Test the paper cutter to ensure it is in proper working order.
(6) Notify affected employees that the work has been completed and that the paper cutter is now ready for use.

Figure 1 - Lockout device placed on turned off breaker.
Figure 2 – Lockout completed with Lock and tag in place

REVIEWED: CDT 16
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