Lockout/Tagout Procedure
Rebel Recycling Center (RRC) – Excel Baler
August 2017

A. General

This procedure establishes the minimum requirements for the lockout of energy
isolating devices whenever maintenance or servicing is done on the Excel Baler,
Model EX-62 (hereafter known as baler in this procedure).

This procedure shall be used for following:

(1) Account for other work occurring in the vicinity of the baler.
(2) Assist employees safely perform work on the baler.
(3) Coordinate the lockout of the baler with RRC managers.
(4) Ensure that the baler is isolated from all potentially hazardous energy
prior to performing servicing or maintenance.

B. Compliance with This Program

All UNLV employees are required to comply with the restrictions and limitations
imposed upon them during the use of lockout/tagout.

Authorized personnel are required to perform lockout/tagout in accordance with
this procedure. Authorized employees in this case are:

(1) Recycling Managers
(2) Facilities Technicians

All employees, upon observing that the baler is locked and tagged out shall not
attempt to operate baler switches or keys.

C. Sequence of Lockout – Authorized Employees

(1) Notify:
   a) Tara Pike or Leslie Matys at (702) 895 – 3760
   b) Workers in the area of the baler.
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(2) Explain that servicing or maintenance is required on the baler and that the baler must be shut down and locked/tagged out.

(3) Identify the location, type and magnitude of the energy used by the baler.

(4) Understand the hazards associated with the electricity and hydraulic pressure and how to control it. The following apply to the baler:

   a) **Electrical** Energy Hazard – 480 v, 3 phase power (controlled by breakers)

   b) **Hydraulic** Energy Hazard – residual energy in the ram (controlled by blocking)

(5) Check the baler for proper operation.

(6) Shut down the baler by doing the following:

   a) Turn key to the “System Off” position and remove the key.

   b) Push in the emergency stop button located on the bottom right corner of the panel.

   c) Push in the emergency stop button on the bottom left corner of the panel which provides power to the motor.

   d) Turn on/off switch left to the “off” position.

   e) Attach lock and tag; if more than one person will be working on the baler, attach lockout hasp, lock and tag.

   f) If work will be done on the electrical circuitry of the machine, go to electrical panel “EPL-1343.”

   g) Open panel door and standing with your back to the breaker, reaching to the side, turn off breakers 1-3-5 and 2-4-6.

   h) Apply lockout devices, locks and tags.
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i) If work will be done on the interior of the baler or the hydraulic ram, apply blocking to the keep the ram from moving.

(7) Ensure the equipment is disconnected from the energy source by:
   a) Checking that no personnel are exposed.
   b) Pressing the forward or reverse button on the panel.
   c) The result should be no movement by any component of the baler.

   Note: If movement is detected, immediate shut down the machine at the electrical panel (if not done previously) and report condition to the RRC Manager.

(8) The baler is now locked out and work may be performed safely.

D. Restoration of Equipment to Service – Authorized Employees

When authorized employees have completed the necessary servicing or maintenance and baler is to be returned to normal operational condition, do the following:

(1) Check the area on/around the baler to ensure that all items not required for normal operation have been removed and that baler components are operationally intact.

(2) Check the work area to ensure that all individuals have been safely positioned away from the baler.

(3) Verify that the controls are in the off position.

(4) Return to electrical panel “EPL – 1343” and open the panel door (if breaker lockout was required).

(5) Remove the lockout devices, locks and tags from the breakers.
(6) Stand with your back to the breakers and reaching to the side, turn on breakers 1-3-5 and 2-4-6.

(7) Go to the baler. Remove lock, tag and lockout device from the on/off switch and turn to the right.

(8) Pull out the emergency stop button on the bottom left corner of the panel which provides power to the motor.

(9) Pull out the emergency stop button on the lower right corner of the other panel.

(10) Insert key and turn to the “run” position.

(11) Press the forward button. The conveyor should move and the ram should move when a sufficient number of boxes have entered the hopper.

(12) Notify those listed in Section C1 of this procedure that work has been completed and the baler is ready for use.

Prepared by: RRC Staff and RMS