A. **General**

This procedure establishes the minimum requirements for the lockout of energy isolating devices whenever maintenance or servicing is done on machines or equipment.

It shall be used for two reasons:

1. To ensure that the machine or equipment is stopped and isolated from all potentially hazardous energy sources.

2. The machine or equipment is locked out before employees perform any servicing or maintenance where the unexpected energization or start-up of the machine or equipment, or the release of stored energy could cause injury.

B. **Compliance with This Program**

All university employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout. Authorized employees are required to perform lockout in accordance with this procedure. All employees upon observing that the vertical baler is locked out shall not attempt to start, energize, or use the vertical baler.

C. **Procedural Sequence to Control Hazardous Energy – Authorized Employee**

1. Inform the supervisor. Or designated representative in their absence, that lockout is required.

2. Notify all affected employees. Servicing or maintenance is required on the vertical baler and that it must be shut down prior to lockout.

3. Identify the type and magnitude of energy. Understand the hazards and know the methods used to control the energy. The following apply to the vertical baler:

   i. Electrical Hazard – lockout
   ii. Hydraulic Hazard - blocking

4. Shut down the baler. Use the normal stopping procedure (depress the stop buttons, open switches, close valves, etc.)

   i. Locate the operational controls and breaker box on the side of the vertical baler.
Lockout/Tagout Procedure
Vertical Downstroke Baler

(5) Deactivate the energy isolating device(s). The vertical baler will be isolated from the energy source(s) by pulling down on the handle and locking out the breaker box by using individual assigned locks.

(6) Restrain stored or residual hydraulic energy. Use blocking between the ram and bottom of the vertical baler.

(7) Check that no employees are exposed. Verify the isolation of energy by using the normal operational controls to determine that the vertical baler will not function.

(8) Return operational controls to the “neutral” or “off” position. The vertical baler is now locked out and work can be performed safely.

D. Restoring Equipment to Service – Authorized Employee

(1) Check the area around the vertical baler. Make sure that nonessential items have been removed and that equipment components are operationally intact.

(2) Check the work area for employees. Make sure that all employees have been safely positioned away from the machine or removed from the area.

(3) Verify that the controls are in the “neutral” or “off” position.

(4) Remove the locks, lockout devices and blocking. Re-energize the vertical baler.

(5) Test the vertical baler. Make sure it is working as designed.

(6) Notify affected employees. Explain that work has been completed and that the vertical baler is ready for use.

Approved By:

[Signatures and dates]