



## Lockout Procedure - PRO Prism High Speed Paper Cutter January 2022

### A. Equipment

Model: QZK – 920 – d, Size: 92, serial number: 0005-1184

### B. General

This procedure establishes the requirements for authorized employees of UNLV Reprographics and Vegas Graphics who perform lockout/tagout for maintenance or servicing on the Prism Paper Cutter. The UNLV Reprographics personnel include: Keith Spain, Beau Barnson, Joe Walter and Bryan Norris.

Operators and those designated as authorized persons will 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 Prism 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 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 and remove the key to lock the cutter.

- **OBSERVE ALL CAUTION PLATES AND DECALS** that are mounted on, or available for this cutter.
- **KEEP FOREIGN OBJECTS** off table and away from the cutter blade.
- **BE EXTREMELY CAREFUL** when handling and changing the cutter knife. Severe lacerations or dismemberment could result from a careless handling procedure.
- **KEEP THE FLOOR** around the cutter free of trim, debris, oil and grease.
- If the cutter sounds or operates unusually, turn off the cutter 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 Prism dealer.
- **CRUSH HAZARD**, keep feet off the Low Pressure Clamp Footswitch, when handling paper under the clam. **DO NOT REST FOOT ON PEDAL** at any time!
- **DO NOT REACH UNDER THE KNIFE AND CLAMP AREA!**
- **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.

### C. Compliance with This Program

All UNLV Reprographics employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout. When observing that the Prism paper cutter is locked and tagged out, shall not attempt to start, energize or operate the Challenge paper cutter until instructed to do so by the authorized personnel listed below.

Authorized personnel are required to perform lockout in accordance with this procedure. Authorized personnel in this case are: Keith Spain, Beau Barnson, Joe

Walter, Bryan Norris and Vegas Graphics technicians who service UNLV Reprographics bindery equipment.

**D. Sequence of Lockout – Authorized Employee**

- (1) Notify the individuals listed below that work will be performed on the Challenge paper cutter and that the equipment must be shut down, locked and tagged out.
  - a. Affected employees
  - b. Keith Spain, Production Supervisor
- (2) Identify the location, type and magnitude of electricity supplied to the Prism paper cutter. Understand the hazards associated with electricity and methods to control it.

The following power is supplied to the Challenge paper cutter:

**Electrical Hazard**

Lockout (220 volts, power)

- (3) Locate the operational control panel on the front of the cutter.
- (4) Push in the red emergency stop button to shut off the cutter and remove the key. Note: key is to be kept by the UNLV Reprographics staff member or Vegas Graphics technician.
- (5) Locate circuit breaker panel EPS6 in room 113B (east wall).
- (6) Identify breakers 20, 22, and 24 (connected together) on the right side of the panel board.
- (7) Turn off the breakers by moving them to the right (off position).
- (8) Attach lockout device (if more than one person will be working on the cutter), padlock and DO NOT OPERATE tag. Tag should show the name of the person working on the cutter. Note: The “Do Not Operate” tag, lock and lockout device may only be removed by the individual whose name is on the tag.
- (9) Turn main power supply on, check the normal operational controls to verify that the Prism paper cutter will not function. If no visual indication on screen the Prism paper cutter is now locked out and work can now be safely performed.

**E. Restoration of Equipment to Service**

When work on Prism paper cutter has been completed and the equipment is to return to normal operational status, the authorized employee who performed the lockout will:

- (1) Check the area around the paper cutter, on top of the paper cutter and front table to ensure that all non-essential items have been removed and that paper cutter components are operationally intact.
- (2) Verify that the controls are in the off position.
- (3) Remove the lockout device (if used), lock and tag from circuit breakers 20, 22, and 24 in panel EPS6 in room 113B.
- (4) Turn on the breakers to the "on" position by moving to the left.
- (5) Insert key into the key lock on the paper cutter which should turn to the "on" position.
- (6) Turn power switch to on position
- (7) Verify start-up sequence on LED display.
- (8) Test the paper cutter to ensure it is working properly. If the cutter is not working properly, follow the steps indicated to lock out the machine.
- (9) Notify those listed in section D1, that work has been completed and that the paper cutter is now operational and ready for use.

Prepared by Reprographics Supervisor