



Lockout Procedure - Excel Baler

February 2022

A. General

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

It shall be used for the following reasons:

- (1) To ensure that the baler is stopped and isolated from the power source that enables it to operate.
- (2) To assure a safe condition before employees perform servicing or maintenance on this equipment.

B. Compliance with This Program

All employees are required to comply with the restrictions and limitations imposed during the use of lockout and shall not attempt to remove locks/lockout devices or turn on breakers. Authorized employees will follow these procedures to ensure safe lockout of equipment.

Authorized employees:

- Tara Pike
- Nicholas Nordstrom
- Facilities Maintenance - responsibility for this equipment.

C. Procedural Sequence – Authorized Employee

- (1) Notify the following that the baler requires servicing/maintenance and will be shut down and locked out.
 - Tara Pike
 - Nicholas Nordstrom
 - Those working the Rebel Recycling yard
 - Facilities shop supervisor, if warranted
- (2) Identify the location, type and magnitude of the power source; understand the hazards associated with its use and the methods to control it.

Power Source:

- a. Electrical (three phase motor, 480 voltage)
 - b. Hydraulic (residual energy in the ram)
- (3) Turn key to the "System Off" position and remove the key.
 - (4) Push in the emergency stop button located on the bottom right corner of the panel.
 - (5) Turn on/off switch to the "off" position.
 - (6) Go to electrical panel EPL-1343, open panel door and with your back to the breakers & reaching to the side, turn off breakers 1-3-5 and 2-4-6.
 - (7) Attach breaker lockout devices and locks to breakers 1-3-5 and 2-4-6.
 - (8) If work will be done on the interior of baler or hydraulic ram, apply blocking to the ram to keep it from moving.
 - (9) Press the forward or reverse button on the panel. If there is no movement, then power is effectively locked out and servicing/maintenance can safely proceed.

D. Restoring Equipment to Service – Authorized Employee

After completing the necessary servicing/maintenance and the baler is to be returned to normal operational condition, the authorized employee who originally applied the lock will:

- (1) Check the area in/around the baler to ensure that nonessential items have been removed and that the baler is operationally intact.
- (2) Check that all employees have been safely positioned or removed from the area.
- (3) Remove the blocking to the ram, if used.
- (4) Go to electrical panel EPL-1343, remove locks and lockout devices from breakers 1-3-5 and 2-4-6.
- (5) Stand with your back to the breakers and reaching to the side, turn on breakers 1-3-5 and 2-4-6.
- (6) Go to the baler. Turn the on/off switch to the "on" position.
- (7) Push in the emergency stop button on the bottom right corner of the panel which provides power to the motor.
- (8) Push in the emergency stop button on the lower right corner of the other panel.

- (9) Insert key and turn to the “run” position.
- (10) Press the forward button. The conveyor should move and the ram should move when a sufficient number of boxes have entered the hopper.
- (11) Notify those listed in C1 that service/maintenance has been completed and that baler is in an operational condition ready for use.

End of Procedure

Reviewed by RRC & RMS