



## Lockout Procedure - DocuCutter October 2018

### A. Equipment

Model 490 PRO

### B. General

This procedure establishes the requirements for authorized employees of UNLV Reprographics and Nevada Graphics who perform lockout/tagout for maintenance or servicing the DocuCutter. 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 DocuCutter Dealer. Failure to understand operating instructions may result in personal injury.
- Only trained and authorized persons should operate the cutter.
- **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. Remove and lock out the electrical plug.
- When not in use, turn power switch to the "off" position.
- **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 DocuCutter 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 Jogging Aid to align and load stock and use backgauge 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.
- When replacing hydraulic parts, loosen the connections slowly to release pressure. Never loosen connections when the machine is running.

## 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 DocuCutter is locked and tagged out, employees shall not attempt to start, energize or operate the DocuCutter 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 Nevada 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 DocuCutter and that the equipment must be shut down, locked and tagged out.
  - a. Affected employees
  - b. Director or designated representative
- (2) Identify the location, type and magnitude of electricity supplied to the DocuCutter. Understand the hazards associated with electricity and methods to control it.

The following power is supplied to the DocuCutter:

### **Electrical Hazard**

Lockout (220 volts, single phase power, cord and plug)

- (3) Locate the on/off switch on the bottom right front cover of the cutter.
- (4) Turn the switch to the left (off) position.
- (5) Locate the electrical cord and plug that provides power to the cutter.
- (6) Open the cord lockout box. Remove the plug from the wall outlet and place inside the box. Insert tag on lock and lock out the box.
- (7) Return to the front of the machine, turn switch to the “on” position and press the “run” button on the control panel. Cutter should not operate. The DocuCutter is now locked out and work can be safely performed.

## E. Restoration of Equipment to Service

When work on DocuCutter 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 cutter, on the 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 lock and tag from the box, open the box and remove the cord and plug. Insert plug into the outlet.

- (4) Return to the front of the DocuCutter and turn the on/off switch to the right (on) position.
- (5) 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.
- (6) 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