

## Production Services LOTO Procedures

<b>Equipment</b>	<b>Baum Folder</b>		
<b>Location</b>	<b>Building 197B, Room 1-96</b>	<b>Date</b>	<b>3/2/2005</b>

- 1) **Purpose:** This Lockout / Tagout (LOTO) procedure is written to ensure safe maintenance of the Baum Folder. The folder uses electric motors in the folding process. The electrical shutoff located in the circuit breaker panel (P-G, circuit 2) located near the entrance to the room, if LOTO is needed.
- 2) **Policy:** Maintenance of Production Services equipment is restricted to Authorized (qualified) Employees. All other repairs and service will be performed by trained BNL craft employees or by a vendor trained technician that has been contracted to service the equipment.
- 3) **Definitions:** see attached
- 4) **Procedure(s):** Use BNL EHS 1.5.1 Lockout / Tagout Requirements (see attached) and the following task specific procedures.
  - a) Machine adjustments may have to be made while the folder is energized to ensure that adjustments are correct. Utmost care must be taken to ensure safe operation during servicing.
  - b) Lockout the circuit breaker located in the circuit breaker panel (P-G, circuit 2) for all other adjustments, maintenance, and service.
  - c) Fuse replacement: In the event the electrical panel has to be opened to replace fuses, the following machine specific LOTO procedures must be followed to ensure employee and equipment safety. **Minimum PPE required: Long sleeved natural fiber shirt, long natural fiber pants, and non-metallic safety glasses. Step ii) below also requires voltage rated gloves and leather glove protectors.**
    - i) Turn off and lockout breaker for circuit #2 in panel P-G which controls the folder. **Stand to the side of the panel while turning the breaker off.**
    - ii) Open machine electrical panel and check that panel is de-energized by using a voltage tester. **Additional PPE required: Voltage rated gloves and leather glove protectors.**
    - iii) Remove inner cover to gain access to fuses.
    - iv) Replace burned out fuse.
    - v) Replace inner cover.
    - vi) Close machine electrical panel.
    - vii) Remove breaker lockout device and reset circuit breaker. **Stand to the side of the panel while turning the breaker on.**
    - viii) Turn folder on and check folder to ensure proper and safe operation.