Last Update: 10 December 2018

Owner: Health, Wellbeing and Safety (Human Resources)

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| Adapt to local requirements |
| Completed by: |  | Date: |
| Item of Plant |  |
| Description of Task |  |

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| --- | --- |
| **Before Starting** | **Yes** |
| Appropriate information, instruction and training have been provided to all workers.  |  |
| A suitably qualified person will monitor the isolation procedures. |  |
| The isolation procedures have been reviewed to ensure they are relevant. |  |
| The isolation procedures are specific to the work being done on the item of plant. |  |

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| **Preparation** | **Yes** |
| All energy sources, controls, switches or panels are identified. |  |
| All isolation points are identified including:• control switches • control panels • process computers • remote control rooms |  |
| Other hazards have been identified and controlled such as:• access hazards • burns • hazardous substances• pipes containing fluid • people working alone • people working after hours. |  |

|  |  | **Steps to isolating plant** | **Yes** |
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|  | Shut down the plant | • operator is aware • plant is turned off. |  |
|  | Isolate energy sourcesSuch as: | • multiple control stations • local isolators• independent energy sources • single/multiple point isolation. |  |
|  | De-energise stored energy | • Plant has been de-energised. This includes different forms of energy (consider plant not returned to its rest position gravity etc). |  |
|  | Lockout isolation points – personal danger locks | • Each worker has been allocated sufficient locks to lock out each isolation point.• There is only one key per lock.• Locks are attached to each isolation point for each worker performing work on the plant. |  |
|  | Lockout isolation points – out of service locks | • A supervisor or nominated person has been allocated with out of service locks.• There is a system to fit locks to jobs that run over one shift or day. |  |
|  | Tag out | • Plant has been tagged with the appropriate tag. (Note: tagging is not lockout.) |  |
|  | Confirm isolation has been achieved effectively.Ensure: | • No errors have been made (eg correct isolators have been selected).• Isolators are in safe positions.• All stored energy is dissipated or restrained.• Locks are attached to each isolation point for each worker performing work on the plant. |  |
|  | Test for zero energy. | • Before starting work, the plant has been tested to ensure energy is isolated and the plant and its parts will not move.• Testing included different operational controls (eg remote computers). |  |
|  | Changing shifts or crews | • Handover discussions have been held.• Locks and tags have been changed over. |  |
|  | Removing another worker’s locks and tags | • All options to remove their own locks and tags have been allowed.• A senior person is accountable for the process to remove the locks and tags.• An assessment has been conducted to ensure health and safety is maintained and no additional hazards or risks have been created. |  |
|  | Reactivate isolated plant | • Plant has been reactivated in the correct order after work is finished:1 work completed and all involved are aware2 workers clear of hazardous areas3 blocks and wedges are removed4 physical guarding in place5 locks and tags removed6 sensory guarding tested7 emergency devices tested8 workers understand how energy will be restored. |  |