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 |  | |

|  |  |
| --- | --- |
| **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** |
| --- | --- | --- | --- |
|  | Shut down the plant | • operator is aware • plant is turned off. |  |
|  | Isolate energy sources  Such 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 aware  2 workers clear of hazardous areas  3 blocks and wedges are removed  4 physical guarding in place  5 locks and tags removed  6 sensory guarding tested  7 emergency devices tested  8 workers understand how energy will be restored. |  |