

Isolation –lock out/tag out

USQ Safe, Human Resources

Key definitions

Isolation involves disconnecting or separating the energy source, to protect the health and safety of people and also equipment and machinery damage. Isolation shall provide positive protection and be achieved by the use of safety lockout padlocks, tags, safety lockout jaws/hasp, blanking off pipelines, gate and ball valve lockout devices, and/or establishment of a physical barrier or separation.

Danger tags are used for tagging equipment and machinery when personnel are working on the equipment or machinery. The tag is used to protect people from injury or death.

Out of service tags are used for tagging equipment or machinery, that is faulty, or out of service. The tag is used to protect the equipment or machinery.

Placement of personal danger tags

- No person is to place themselves or others at risk of injury when working on electrical or mechanical components such as, electricity, hydraulics, steam, compressed air etc., unless a properly completed 'danger tag', and if able, a lock has been attached to the appropriate control or controls;
- Each person on the job is responsible for ensuring that the equipment is correctly isolated and their own 'personal danger tag', and if able, a lock is securely attached to the isolating controls;
- Locate the correct electrical / mechanical control device which is to be isolated and turn the device to the isolated or off position;
- Ensure by testing, that the electrical / mechanical control device does isolate the electrical / mechanical equipment to be worked on;
- Fill out a 'personal danger tag' by printing your name, organisation, date, time, reason for isolating, then sign the tag;
- Ensure each person working on the equipment is protected, by each person placing their own 'personal danger tag', and if able, a lock to ensure the equipment cannot be inadvertently operated;
- Attach the completed tag to the isolating control, and if able, lock out the control;
- These 'personal danger tags' and locks are to remain in place at all times whilst a person is performing work on the isolated electrical or mechanical equipment;

- Ensure that all air, steam, fluids are bled from the system between the point of isolation and the work; and
- In addition to isolation, in certain circumstances a safety chain or other suitable device may be required to prevent the equipment from operating under its own weight.

Removal of danger tags (and locks)

1. When each person completes their work, they are responsible to remove only their 'personal danger tag' and lock. If other 'personal danger tag' and locks have been attached, these must only be removed by the person who originally attached them;
2. Notify all relevant personnel that the equipment is to be returned to normal service;
3. In the event that the equipment is not fit to be returned to service or is to remain out of service for a period of time (the work is incomplete), the person is to remove their 'personal danger tag' and attach a 'danger – out of service tag' to the equipment; and
4. Notify the supervisor of this action.

The only circumstance under which a 'personal danger tag' or lock can be removed, is by the person who placed it on the equipment, or where in the case the person is definitely unavailable, is by the supervisor investigating the situation and removing it if the supervisor is satisfied that no harm can be caused.

Labelling faulty equipment

If you find any equipment unserviceable and faulty, place a 'danger – out of service' tag on it and report it to your supervisor immediately.



Rules

1. No equipment may be used or operated while a 'danger-out of service tag' is attached.
2. Where electrical / mechanical services, plant or equipment are shut down for servicing, testing or repair, a person is not to carry out work on the electrical / mechanical service, plant or equipment until this has been tagged, and if able, a lock placed to ensure the equipment cannot be inadvertently operated.

3. No person is to remove a personal danger tag or lock placed by another person (*refer to Note above*).
4. No person should rely on a 'danger tag' placed by another person always check, test and ensure that it is de-energised or de-commissioned.

Effective isolation

Before any work is conducted make sure you:

1. Identify the energy source.
2. Isolate the energy source.
3. Test the energy source to ensure the isolation was effective (try to turn equipment on, lower suspended loads, release brakes, measure current or look for visible breaks).
4. Lock the energy source – personal safety lock(s), tags, multi lock device (jaws/hasp) etc.
5. Complete the work - remove locks and de-isolate.

Risk assessment

Always conduct a risk assessment before any controls are implemented and a risk assessment after the controls are implemented to ensure the risk has been reduced.

Legislation

Queensland WH&S Act 2011,
Queensland WH&S Regulation 2011
Hazardous Manual Tasks Code of Practice 2011.

Record of training

I have read and understand the information provided to me for isolation lock out/ tag out and I have been issued with:



Tea break talk paper – isolation lock out/tag out

_____ Employee's name (PRINT)	_____ Employee's signature	___/___/___ Date
_____ Trainer's name (PRINT)	_____ Trainer's signature	___/___/___ Date

Document procedure

Original - to be kept on the employee's record of training

Copy – forward to USQSafe for archive filing

Electronic – USQSafe to record on PeopleSoft