

STANDARD OPERATING PROCEDURE

SOP 202 – Isolation Lockout & Tagging

1. STANDARD OPERATING PROCEDURE CERTIFICATION

Procedure title:	Isolation – Lockout & Tagging
SOP number:	202
Classification / Business Unit:	Work Health & Safety
Date:	09/02/2015
Status:	APPROVED

2. INTRODUCTION / SCOPE

The purpose of this procedure is to provide guidelines to effectively isolate, tag and lockout electrical or mechanical equipment or services within Roper Gulf Regional Council.

This procedure applies to all Roper Gulf Regional Council employees, visitors and contractors on Roper Gulf Regional Council premises and any other locations where activities are undertaken by Roper Gulf Regional Council representatives or on behalf of Roper Gulf Regional Council.

This procedure shall be followed exactly. If there is anything in this procedure that you do not understand, it is your responsibility to clarify the item with your supervisor before proceeding with any task.

3. THE PROCEDURE

3.1 Isolation

The Isolation procedure is based on the following key concepts:

- All potentially hazardous energy sources shall be isolated before commencing work;
- Only competent and authorised personnel shall perform isolations;
- No person shall commence work on isolated equipment until they have applied their Personal Lock;
- The Personal Lock is to remain in place whilst a person is performing work on isolated equipment;
- Personal Locks shall only be removed by their owner;
- Only competent and authorised personnel shall perform de-isolations;

3.2 Risk Assessment

A risk assessment shall be conducted prior to commencement of work for any task requiring isolation.

3.3 Placement of Personal Locks and Tags

- Verify that the equipment to be isolated is correct for the proposed job.
- Perform the isolation (*e.g. switch off power, close valve, operate circuit breaker*)
- Ensure that all air, steam and fluids are bled from the system between the point of isolation and the work; a safety chain, stand, chocks or other suitable device may be required to prevent equipment from moving under its own weight.

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4. Verify that the isolation has been successfully implemented by testing the circuit or by visual confirmation that the energy source is disconnected.
5. Repeat steps 1 to 4 until all isolation points for the task have been isolated.
6. Perform a try test by clearing the area of personnel and trying to operate the equipment in order to ensure that the work area has been successfully isolated.
7. Place a Personal Lock and Tag on each Isolation Point prior to commencing work.

3.4 Removal of Personal Locks and Tags

1. Upon completion of work, all persons shall remove their Personal Locks and Tags.
2. Provided that no Personal Locks or Tags remain on the Isolation Point and it is required to be de-isolated, perform the de-isolation.
3. Used Personal Danger Tags shall be destroyed and discarded in a bin and not left lying around.
4. The supervisory personnel responsible for the operation of the equipment shall be advised either that the equipment is ready for de-isolation, de-isolated and ready for use, or that the equipment is not ready for use and an Out of Service Tag has been placed.

3.5 Placement of Out of Service Tags

Out of Service Tags shall be placed on:

- a) Faulty and dangerous equipment;
- b) Equipment which is to be kept out of service for operational reasons; **and**
- c) Incomplete jobs.

An Out of Service Tag shall **NOT** be used as substitute for isolation.

Equipment items, as stated on the Out of Service Tag, shall not be started or operated.

The Out of Service Tag shall be completed indicating:

- a) Equipment to be taken out of service;
- b) Date when the tag was placed
- c) Name of person who placed the tag; **and**
- d) Reason for taking the equipment out of service.

After placing the tag, the relevant Supervisor must be notified what equipment was tagged out and why.

3.6 Removing an Out of Service Tag

The equipment shall be inspected and be deemed safe and serviceable before the Out of Service Tag is removed.

Out of Service Tags shall be removed by the person who has completed the required repairs or a Supervisor who is familiar with the equipment or a person who has been given specific authorisation by a Supervisor.

Used Out of Service Tags shall be destroyed and discarded in a bin and not left lying around. The Supervisor responsible for the operation of the equipment shall be advised of the tag removal.

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4. REFERENCES / DOCUMENTS

Related Policies and Procedures	
Related Publications	
Other Relevant Documentation	

5. DOCUMENT CONTROL

InfoXpert ID	
Revisions	NIL
Next revision due	February 2016

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