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## 1. Purpose

*The purpose of this procedure is to ensure that all Council employees, contractors and visitors are protected from sources of hazardous energy by the application of appropriate isolation and/or tag out systems.*

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## 2. Scope

The isolation and/or tag out system applies in all Council workplaces and to all equipment capable of being activated by energy sources including electrical, mechanical, hydraulic, pneumatic and chemical sources.

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## 3. References

1. Occupational Health and Safety Act 2004
2. Occupational Health and Safety (Plant) Regulations 1995.
3. Code of Practice for Plant 1995.

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## 4. Responsibilities

### Manager/Supervisor/Workshop Supervisor

Managers/Supervisors/Workshop Supervisor are responsible for ensuring that items of equipment are properly de-energised, locked out and/or tagged when the equipment is deemed unsafe for operation or requires maintenance and for maintaining relevant information in regard to the isolation of any equipment.

### Employees

Employees are responsible for informing Managers/Supervisors or the Workshop Supervisor when an item of equipment has become unsafe or requires maintenance.

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## 5. Definitions

### Energy Isolation Device

An energy isolation device is a device which prevents the transmission or release of energy.

### Energy Source

An energy source is any source of energy whether electrical, mechanical, hydraulic, chemical or other, which could cause injury by inadvertent or other release.



### **Equipment**

Equipment includes all machinery, equipment, appliances, implements and tools, along with their components and accessories, which are capable of being activated by energy sources including electrical, mechanical, hydraulic, pneumatic and chemical sources.

#### **“Out of Service” Tag**

An **Out of Service** tag is a signed label that is placed on a piece of equipment that identifies that equipment is not to be operated and requires maintenance or servicing.

#### **“Do Not Operate” Tag**

A **Do Not Operate** tag is a signed label that is placed on a piece equipment, identifying equipment that is not to be operated.

#### **Zero Energy State**

A Zero Energy State is the situation in which all energy sources have been neutralised.

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## **6. Method**

### **6.1. Identification**

The Manager/Supervisor/Workshop Supervisor must be immediately advised of any equipment which is identified as unsafe or requiring repair, servicing or maintenance.

Items identified as unsafe or requiring repair, servicing or maintenance shall then be immediately isolated from all sources of energy by the Manager/Supervisor/Workshop Supervisor

### **6.2. Isolation**

#### **General**

All work other than normal operating activities shall be performed under de-energised conditions.

All isolated equipment and machinery must be tagged with either an **Out of Service** or **Do Not Operate** tag.

#### **Non-Electrical System**

Mechanical or gravity systems that do not use electrical circuits shall be isolated by installing mechanical stops or retaining pins capable of being padlocked.

If, for some reason, the mechanical system cannot be locked-out then the system shall be physically blocked to prevent movement.



### **Pipelines**

For hydraulic or steam or chemical piping systems, special precautions must be taken to prevent any flow of materials.

Depending on the situation and work to be done, one of the following isolation methods may be employed:

- Capping
- Removal of section of pipe
- Inserting a full pressure blank
- Installing blank flanges
- Padlocking valves closed

### **Electrical Systems**

Where an item of equipment operates by an electrical circuit the power supply must be isolated from the machine or process to eliminate the potential for energising the system.

Isolation can be achieved by one or more of the following methods:

- Removal of fuses
- Isolation of the drive motor at the source
- Isolation of the control panel
- Removal of power cable/plug
- Locking out power supply board.

## **6.3. “Tag Out” Procedures**

### **General**

1. Once a piece of equipment has been isolated, the responsible Manager/Supervisor/Workshop Supervisor must place an **Out of Service** or **Do Not Operate** tag on the equipment.
2. The tag must be placed in a visible location, usually at the control panel of the equipment.
3. The tag must be signed by the responsible Manager/Supervisor/Workshop Supervisor
4. The tag must stay in place until the equipment has been repaired or is operating properly again.
5. The tag can only be removed by the Manager/Supervisor/Workshop Supervisor who installed the tag.
6. When repair or modification takes place over shift changes, the Manager/Supervisor/Workshop Supervisor responsible for isolating the equipment must remove their tag in the presence of the relieving person, who must immediately install their own signed tag.



### **“Out of Service” Tags**

**Out of Service** tags must be:

- Applied to all isolation points that may present a hazard to the repairer during the repair
- Left on faulty items of equipment until the fault is rectified
- Properly secured to the item of equipment at its isolation points, with all details completed by the person attaching the tag.

### **“Do Not Operate” Tags**

**Do Not Operate** tags must be used when:

- Maintenance work is being carried out on an item of equipment
- The piece of equipment is damaged
- A hazard has been identified and assessed as a source of serious injury to personnel.

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## **7. Related Documents**

1. Section 4.03, *Plant Safety*
2. Section 4.14, *Electrical Safety*

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## **8. Attachments**

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