

## ISOLATION - LOCK OUT / TAG OUT

### Facts:

This information paper is to provide guidelines to effectively isolate, tag and lockout electrical or mechanical equipment and services.



### Key Definitions

#### Personal Danger tag

A "Personal Danger Tag" is used for tagging electrical or mechanical equipment, placed out of service while personnel are working on such equipment and is a warning to persons that the equipment is being worked on and must not be operated.

#### Out of Service Tag

An 'Out of Service Tag' is used for tagging electrical or mechanical equipment, that is faulty, or placed out of service and left out of service for a period of time.



**Isolation** means disconnecting from all possible sources of supply and rendered incapable of being made live or operational without predetermined and deliberate operation.

### Isolation

Before any work is carried out the services are to be de-energised and each person working on the system must ensure that the supply is effectively isolated. The following is to be considered:

1. De-energising the parts from all sources of electrical and mechanical energy. To do this a number of isolation points must be considered depending upon the equipment;
2. Removing hazards from other sources of energy (eg spring tension or hydraulic pressure); and
3. Finally, conclusively proving that the parts are de-energised.

### 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.

### Placement of Danger Tags (and Locks)

1. 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;
2. 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;
3. Locate the correct electrical / mechanical control device which is to be isolated and turn the device to the isolated or off position;
4. Ensure by testing, that the electrical / mechanical control device does isolate the electrical / mechanical equipment to be worked on;

5. Fill out a 'Personal Danger Tag' by printing your name, organisation, date, time, reason for isolating, then sign the tag;
6. 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;
7. Attach the completed tag to the isolating control, and if able, lock out the control;
8. These 'Personal Danger Tags' and locks are to remain in place at all times whilst performing work on the isolated electrical or mechanical equipment;
9. Ensure that all air, steam, fluids are bled from the system between the point of isolation and the work; and
10. 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.

**Note:** *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

**Rule 1:** No equipment may be used or operated while a 'Danger-Out of Service Tag' is attached.

**Rule 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.

**Rule 3:** No person is to remove a Personal Danger Tag or lock placed by another person (*refer to Note above*).

**Rule 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.

**'Remember - following a few simple rules can save your life!**

### Record of Training

I have read and understand the information provided to me for Isolation and I have been issued with:



Tea Break Talk paper – Isolation

\_\_\_\_\_  
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