 Department of Education and Early Childhood Development		<b>Procedure No. DEE EHU-11-1-2</b>
<b>Title: Isolation and Tag Out Procedure</b>		<b>Authorised By: Manager EHU</b>
<b>Issue Date: April 2011</b>	<b>Review Date: April 2013</b>	<b>Page Number: 1 of 4</b>

### 1. Purpose:

The purpose of this procedure is to ensure all unsafe plant and equipment are identified and removed from service. This includes isolation and tag-out of plant and equipment prior to maintenance or repairs.

### 2. Scope:


This procedure applies to all Department of Education and Early Childhood Development (DEECD) workplaces including schools and central and regional offices.

### 3. References

- *Occupational Health and Safety Act 2004*
- *Occupational Health and Safety Regulations 2007*

### 4. Definitions:

<b>Competent Person</b>	A person who has acquired through training, qualification or experience, or a combination of both the knowledge and skills required to safely carry out a task.
<b>'Danger – Do not operate' Tag</b>	A signed and dated label that is attached to energy isolation points of equipment, plant, pipes or lines by the person responsible for undertaking repairs, maintenance, service alteration or cleaning, to indicate isolation is in place and that plant, equipment, etc. must not be operated. It must only be removed by the person whose name is on the tag.
<b>Energy Source</b>	Any form of energy, such as electrical, mechanical, hydraulic, chemical or other that has the potential to cause injury or damage property.
<b>Health and Safety Representative (HSR)</b>	An elected employee responsible for representing employees within a Designated Work Group (DWG) on matters relating to OHS.
<b>Isolation of plant</b>	Lock out, quarantine or other means by which plant and equipment is removed from its source of energy and prevented from being inadvertently operated.
<b>Management OHS Nominee:</b>	A position nominated by the Workplace Manager to oversee the operational aspects of implementing health, safety and wellbeing initiatives, policies and procedures.
<b>'Out of Service' Tag</b>	A signed and dated label that is placed on a machine or piece of equipment to identify the equipment as being inoperable or requiring maintenance or repair.
<b>Workplace Manager</b>	The Manager or Principal responsible for the school, central office, regional office or other DEECD workplace.

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## 5. Responsibilities:

The **Workplace Manager and/or Management OHS Nominee** is responsible for:

- Ensuring all plant and equipment is identified within the workplace requiring the application of the Isolation And Tag Out Procedure;
- Arranging for repairs and/or maintenance of items of equipment that are out of service; and
- Ensuring records are maintained for plant and equipment that is isolated and tagged out.

**Employees** are responsible for:

- Reporting any plant and equipment hazards or faults to their immediate manager; and
- Participating in routine visual checks of plant and equipment.

**Contractors** are responsible for:

- Isolating plant and equipment, affixing the required tag and/or lock, display required details and complete the Tag Out Register.

## 6. Procedure

### 6.1 Isolation

In the event that plant and equipment is identified as being unsafe, the plant and equipment item must be switched off, disconnected from any energy source (e.g. power supply, gas cylinders etc) and removed from service.

If this is not immediately possible, the **Workplace Manager and/or Management OHS Nominee** is to be notified immediately and is to take the necessary steps to make sure that the plant and equipment is appropriately isolated and removed from any energy sources (e.g. the Main's Power Board is switched off) and removed from service.

Examples of unsafe plant and equipment may include:

- Electrical lead insulation that is pulled away from the plug, exposing the wires;
- Electrical plant and equipment that does not start / stop when switched on and connected to a power source;
- Signs of excessive damage and/or wear and tear; For example: exposed wires, missing guards, signs of scorching
- Damaged pins / plugs on electrical leads; and
- Rusted or damaged gas fittings.


Items of plant and equipment requiring repairs or maintenance work must also be disconnected from energy sources, prior to repair or maintenance work commencing.

Methods of Isolation for a non-electrical system:

- Installing mechanical stops or retaining pins capable of being padlocked;
- Physically blocking the system against movement; and
- Bleeding residual gases, liquids and vapours from systems.

Methods of isolation for an electrical system

- Removal of fuses;
- Isolation of the drive motor at the source;
- Isolation of the control panel;
- Complete removal of power cable/plug from plant and equipment; or

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- Locking out the power supply board.

## 6.2 Tag out

Once plant and equipment has been isolated, a tag indicating that the item is “Out of Service” should then be placed onto all on/off switches and power leads (refer Appendix 1).

The “Out of Service” tag must be left on faulty items until the fault has been rectified or the tag is replaced with a ‘Danger – Do Not Operate’ tag and/or lock by a contractor or other person authorised to rectify the fault. The tag is to indicate the reason for the electrical plant and equipment being taken out of service, who the tag was completed by and the date it was completed. The **Workplace Manager and/or Management OHS Nominee** must be notified that the machine is out of service.

The **Workplace Manager and/or Management OHS Nominee** must make sure that only a **competent person** is permitted to repair the plant and equipment and remove the ‘Out of Service’ or ‘Danger – Do Not Operate’ tags and/or locks. If the **competent person** is not a DEECD employee then that person should be managed as per the requirements outlined in the **Contractor Management Procedure**.

## 6.3 Maintaining Records

A record must be kept of dates, times and names of employees/contractors isolating and tagging of plant and equipment in the **Tag Out Register** or equivalent.

## 7. Related Documentation:

**Plant and Equipment Management Procedure**

**Electrical Equipment Procedure**

**Tag Out Register**

**Contractor Management Procedure**

## 8. Version Control

Version	Section Amended	Amendment	Date Created	Author
2	All	Two yearly review as per OHSMS requirements. Minor wording changes	April 2011	EHU

