





Huon Logistics Isolation & Lockout Work Instruction

Procedure	Explanation
<p>1. LOCKOUT DEVICES</p>  <p>Out of service tags must be attached to all isolation points before personal isolation locks & tags can be placed on isolation points.</p>  <p>Lockout Devices that can be used- personal isolation Lock & Danger Tag, Lock Hasp</p>	<p>When an isolation of any mobile plant or equipment is required before safe access to a machine can be provided the following must be undertaken:</p> <ul style="list-style-type: none"> Machine isolation requirements must be addressed on task specific JSA All persons to obtain personal isolation locks, danger tags and lock hasps from the maintenance office. Issuing of personal isolation locks and danger tags must be registered on the Personal Isolation lock register. Supervisors to oversee all isolations and attach “out of service” tags to isolation points. Each Individual working under isolation must place their own isolation point All keys must be removed from isolation locks once placed on the isolation plant. Only the person who placed a personal isolation lock may remove the lock. <p><u>Any person in any doubt as to what needs to be isolated or how it is to be isolated must stop immediately and contact their supervisor.</u></p> <p>RISKS:</p> <p>Unsuitable or ineffective lock out devices- failure to use approval lock out devices may result in the lockout being ineffective and expose individuals to energized equipment that may result in equipment damage or personal injury.</p>
<p>2. LIGHT VEHICLE POSITIVE ISOLATION POINTS</p>	<p>When required to isolate and carry out maintenance or repair activities on light vehicles, the methods of isolation shall be carried out:</p> <p>Main Isolating Switch Fitted</p> <ul style="list-style-type: none"> Remove the key from the ignition switch and return to maintenance office.



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Light vehicle main isolator where fitted



Disconnect and lock out earth lead off light vehicle battery.

- Lift the bonnet and turn the main isolator to the off position.
- Supervisor to attach yellow "out of Service" tag to the hasp on the isolation point
- Attach a personal isolation lock and danger tag to the main isolator.

No main isolating Device Fitted

- Remove the key from ignition switch and return to maintenance office
- Disconnect the earth lead from the negative terminal of the battery.
- Supervisor attaches a yellow "out of Service" tag to hasp onto the battery terminal clamp.
- Attach a personal isolation lock and danger tag onto the hasp on the battery lead clamp.

RISKS:

Energized equipment- failure to isolate and lockout main isolator may result in unauthorized operation of vehicle resulting equipment damage or personal injury.

3. MOBILE PLANT & EQUIPMENT POSITIVE ISOLATION POINTS



Positive Isolation Point on Excavator


When required to isolate and carry out maintenance or repair activities on mobile plant or equipment and where main battery isolators have been fitted, the following shall occur.

Battery isolating switch fitted

- Remove the key from the ignition switch and return to the maintenance office
- Locate the main battery isolator and turn it to the off position
- Supervisor to attach a yellow "out of service" tag to hasp on the isolation point
- Attach a personal isolation lock and danger tag to the main isolator
- Remove personal isolation lock key



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	<p>RISKS:</p> <p>Energized equipment- Failure to isolate and lockout main isolator may result in unauthorized operation of vehicle resulting equipment damage or personal injury.</p>
<p>4. MACHINE ISOLATIONS WHERE NO POSITIVE LOCKOUT POINT IS FITTED</p>  <p>Personal isolation point on Isuzu truck steering column</p>	<p>Where machines have not been fitted with main battery isolators, alternate means of isolation and personal protection must be used.</p> <p>The process that needs to be followed in these instances is as follows:</p> <ul style="list-style-type: none"> • Remove the ignition key from the ignition switch • Place the ignition key through the jaws of the lock hasp and attach the hasp to the base of the indicator lever on the steering wheel column • Supervisor to attach the yellow “out of Service” tag to the hasp on the isolation point • Attach personal isolation locks and danger tags onto the hasp • Remove personal isolation lock key <p>RISKS:</p> <p>Energized equipment- failure to isolate and lockout main isolator may result in unauthorized operation of vehicle resulting equipment damage or personal injury.</p>
<p>5. REMOVING ISOLATIONS</p>	<p>Once all work has been completed on the isolated piece of plant and machinery or it is the end of the shift, the following should take place:</p> <p><u>Work activities completed</u></p> <ul style="list-style-type: none"> • Notify supervisor of completed works • Supervisor to asses machine to ensure it is safe to return to service • Supervisor approves completion of works and authorizes isolation to be removed.



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Out of service tags must be the last tag removed by Supervision from the isolation point to ensure all persons have removed their personal isolation lock and the machine is fit to return to service.

- All persons working under the isolation shall remove their personal isolation lock and danger tag.
- Supervisor removes the yellow “out of service” tag from the hasp and then removes the hasp from the isolation point.
- Supervisor to authorize light vehicle, plant or equipment to be re-energized and returned to service

End of shift- Work Activities Not Completed

- Outgoing maintenance personal to notify their shift supervisor of incomplete works
- outgoing maintenance personnel to remove their personal isolation lock and danger tag from isolation point
- outgoing shift supervisor to notify incoming shift supervisor via written handover report and verbal handover
- Incoming maintenance personnel to place their own personal isolation locks and danger tags on the main isolation point.

CHECKLISTS TO ASSIST WITH THIS WORK ACTIVITY

PRE CHECKS

- Ensure that all isolation and lockout equipment is available;
- Identify isolation and lockout method;
- Understand defect management processes and the use of “out of service” tags

TOOLS & MATERIALS REQUIRED

- Pre- Start Inspection Checklist;
- Out of services tags available
- Correct PPE



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SKILLS

- Isolation and lockout training;
- Mechanical maintenance competency

PEOPLE (who is required or needs to be notified)

- All Maintenance personnel;
- Supervisors known and available;
- 2nd person with appropriate reading/ writing skills available if required to assist

COMMENTS

Supervisors to authorize and conduct all isolations;

Supervisors to review work activities for completeness and to ensure plant & equipment is fir for service;

Supervisors to remove all isolations once work activities have been complete.

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	<h3 style="margin: 0;">AUTHORITY TO REMOVE PERSONAL LOCK AND TAG</h3>
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Personal Danger Tag and Lock Information: (Print name person on tag and area/ item tag is on)		
I.....employed by.....has failed to remove their Personal Danger and Isolation Lock on/ in		
Supervision Details:		
	YES	NO
A	I have made every effort to contact the person both on site and at their residence with no success.	
B	I have made a thorough search of the equipment isolated to ensure the person is not present.	
C	Having investigated the area/ item/ equipment, I now request authority to remove the Personal Danger Tag and Lock and replace / not replace the tag and lock with and "out of service" tag.	
Supervisor Sign Off:		
Name:	Signature:	Date:
Authorization:		
I, as the responsible manager for the area have investigated the are/ work/ equipment/ and give authority for the persons danger tag and lock to be removed as requested above and that the tag and lock must be/ must not be replaced with an "out of service tag."		
Comments:		
(Authorization signature by the Project Manager or delegate)		
Name:	Signature:	Date: