OHS Lock Out Tag Out (LOTO) Procedure

1. Purpose

To ensure that there are adequate controls to eliminate risks associated with inadvertent release of energy during cleaning, servicing, repairing or alteration work on installations, plant or equipment.

2. Scope

This procedure applies to all employees, contractors, and volunteers at City of Greater Dandenong (CGD) workplaces.

3. Definitions

Authorised person: A person (includes an operator of the plant and equipment), approved by CGD who is sufficiently competent to Lock Out, Tag Out (LOTO) and isolate plant or equipment for the purposes of operating, cleaning, servicing, repairing or alteration.

Competent person: A person who has acquired through training, qualifications or experience the knowledge, skills and ability to carry out the task, in a safe manner meeting organisational expectations.

Danger tag: A warning label/sign that is attached to a piece of equipment indicating that the item **must not** be used, or attempted to be used.

Energy-isolating device: A device that physically prevents the transmission or release of energy, including the following:

- manually operated electrical circuit breaker;
- disconnect switch;
- manually operated switch by which the conductors of a circuit can be disconnected;
- line valve;
- block; or
- any similar device used to block or isolate energy.

Energy source: Something that provides power such as electricity, fuels, steam, chemicals and includes stored energy (e.g. compressed springs).

Health and Safety Representative (HSR): An employee elected by the DWG to represent them on matters relating to OHS.

Isolation: A process to prevent an energy source from being released during inspection, cleaning and / or maintenance and repair plant or equipment.

Lock-out device: A device that prevents the inadvertent energising of an energy source on plant or equipment.

Out of Service tag: A label/sign that can be attached to a piece of plant or equipment, to identify it as not operating correctly, due for servicing and/or unsafe.

Plant and Equipment: Any machinery, equipment, appliance, implement or tool including any component or anything fitted, connected or related.

Safe Operating Procedure (SOP): A document that provides step by step guidance for workers completing a specified task so that health and safety is maintained. SOPs state what the potential hazards are and the precautions that need to be taken.

4. Responsibilities

For general OHS responsibilities refer to OHS Responsibility Procedure.

Team Leader Risk Management & OHS is responsible for:

- ensuring the procedure is implemented and reviewed, as required.

Managers are responsible for:

- implementing the procedure in their area of responsibility, and
- communicating and consulting with relevant employees, volunteers and contractors about this procedure.

5. Procedure

5.1 Out of Service

Any employee may identify an item of equipment (powered or unpowered), plant and equipment that appears faulty, requires repair or maintenance to be undertaken.

In conjunction with their HSR and supervisor, the employee will complete and securely attach an out of service tag on a prominent location, or at the power / operational controls of the piece of equipment.

Out of service tag must display:

- name of person who attached tag,
- date tag was attached,
- reason e.g. description of the fault or hazard.

Following the attachment of an out of service tag, no one is permitted to operate or attempt to operate that item, other than an authorised person undertaking inspection and repairs.

Supervisors notified of faulty, damaged or repair / service required will make the necessary arrangements to have the item repaired, serviced or disposed of and replaced if necessary.

Out of service tags may only be removed by an authorised person for the purposes of conducting a repair / service to the item.

An out of service tag should be removed when a danger tag is attached.

Removal of an out of service tag by an authorised person should only be done after an inspection of the item by a competent person to ensure it is fit for purpose and can be used safely.

5.2 Safe Operating Procedures

Relevant Managers must ensure that safe operating procedures are developed, implemented and maintained for relevant plant or equipment to help ensure full isolation from energy sources. These procedures must include a requirement to identify and isolate energy sources prior to any work being commenced.

These safe operating procedures must ensure and take into account:

- shut-down,
- identifying all:
  - energy sources, including uninterruptible power supplies (UPS) and generators,
  - other hazards (for example, confined space entry, working at heights),
  - isolation points.
- isolating energy sources (including stored energy),
- de-energising all energy sources,
- confirm all energy sources are de-energised without exposing persons to risk (including chocking, if required),
- locking out all isolation points,
- identifying (tagging) shutdown and isolation,
- test for zero energy (ensure complete isolation by a competent person)
- where applicable, apply exclusion zones and/or restricted access,
- documentation and records, and
- returning to service.

The supervisor must ensure that prior to working on the installations, plant, services or equipment, all authorised persons are:

- fully briefed on the safe work procedures, and
- competent to carry out the work.

Note: following an interruption in work, the authorised person must confirm the energy source is still isolated and de-energised.

5.3 Lock Out

Supervisors must ensure that for all work being carried out on plant or equipment under their control, that lock out devices are available for authorised persons.

All lock out devices must possess the following characteristics:

- visual identification as a safety device.
- prevents accidental energization at the point of attachment.
- each lock-out device is issued singly, and its locking mechanism is unique and has only one key.
- where a padlock is used, the key can only be removed when the padlock is in the locked position.
- tamper-proof.
- every person working on the equipment must attach their own individual lock. Locks and keys must **never** be shared.





Examples of various locking devices (above).

5.4 Tag Out

The authorised person must ensure that a danger tag is:

- used in conjunction with a lock-out device, and
- attached to the installation, plant or equipment as a visual warning.

The authorised person must ensure that the tag describes the:

- installation, plant or equipment that is isolated,
- reason the installation, plant or equipment is isolated,
- name of the competent person undertaking the work, and
- date of the isolation.

Note: An out-of-service tag must not be used during lock-out and isolation. Therefore if an out-of-service tag was attached due to breakdown or faulty equipment, it should be removed and replaced with a danger tag while the installation, plant or equipment is isolated for the purpose of repair.

5.5 De-isolating and Removing the Lock-Out Device

The lock-out device may only be removed under the following conditions:

- the authorised person has determined that it is safe to de-isolate by:
  - ensuring the installation, plant or equipment is safe to re-energize;
  - notifying all relevant persons that the plant or equipment is about to be re-energised; and
  - completing a visual inspection to determine that all tools, surplus materials and wastes have been removed; or
  - there has been appropriate hand-over from the authorised person to another authorised person in accordance with the above three bullet points.

Where there is hand-over to another authorised person, all personal lock-out devices and danger tags must be replaced to identify the new authorised person.

Where the authorised person cannot remove the lock-out device or hand over to another authorised person, the supervisor may remove the lock-out device only after:

- verifying that the authorised person is not available;
- ensuring that de-isolation is safe and no one is working on the plant or equipment;
- confirming this with a suitably competent person.

5.6 Training

Managers must ensure that authorised persons prior to carrying out any isolation of plant and equipment are competent in:

- identifying and controlling energy sources;
- complying with LOTO procedure; and CGD Safe Operating Procedures

6. References

Occupational Health and Safety Act 2004

Occupational Health and Safety Regulations 2017

WorkSafe Victoria Guidance Note: Lock Out and Tagging of Plant. June 2017

7. Related Documents

CGD OHS Plant Safety Procedure.

CGD OHS Communication, Consultation and Issue Resolution Procedure.

CGD Safe Operating Procedure for individual items of plant & equipment.

8. Document History

Version Number	Issue Date	Description of Change
0.1		1st Draft from MAV/JLT
0.2	06.12.2018	Accepted by OHS Policy Sub-Committee
0.3	15.04.2019	14 Day Employee Consultation
1.0	May 2019	Approved by OHS Oversight Team