

Standard Operating Procedure

Lock out – Tag out (LOTO)

PURPOSE:

The purpose of this procedure is to detail the requirements and the process required to minimise and prevent the risk of uncontrolled movement of equipment or release of energy that could lead to an incident or personal injury, environmental impact or asset damage at ARA work sites and locations.

This document describes the responsibilities of persons required for LOTO and safe isolation of equipment and systems at ARA. It includes the minimum mandatory requirements for LOTO and ensures a safe and consistent LOTO process.

SCOPE

This procedure applies to all ARA employees including contractors and others engaged in work activities on or near equipment containing forms of energy that may (during maintenance or other works) require lock out-tag out at any ARA operating sites and locations. The processes contained herein are to be implemented where the activation or energisation of plant or equipment will risk injury to personnel or damage to equipment or assets. This document covers plant, equipment and services. Energy Sources may need to be isolated individually, or in conjunction with other persons and/or isolation points.

PROCESS

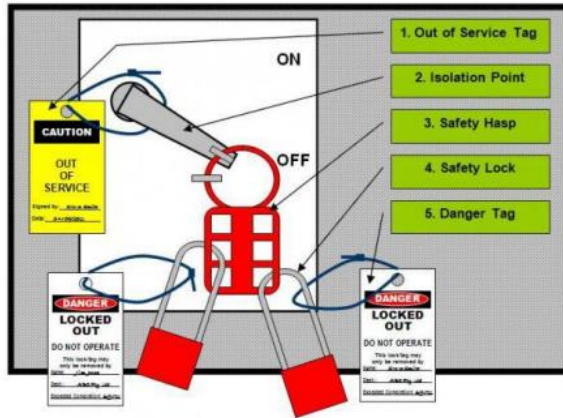
There are two administrative control mechanisms used for preventing equipment from operating in the worksite



Lock out Tag

Lock out Tag

Lock out Lock out is a physical lock and (“Danger Isolation, Do Not Operate”) tag placed on plant or equipment to hold an energy isolation device in a safe position to prevent the operation of the equipment, until the Lock out device is removed by the person who placed the lock.



A typical lock out – tag out set up



Tag out Tag

Tag out Tag

Tag out (Out of Service / Do not operate) Tag out is when a “Caution, Do Not Operate” tag is placed on a piece of plant or equipment to indicate that the equipment being controlled must not be operated, until the tag out device is removed by the person who placed the tag or by a technician following the repair of the equipment and before it is placed back into service.

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. If the equipment cannot be repaired in the location in which it is situated, the repairer must attach a new Danger Tag and notify the Operations Manager / Procurement Manager about the faulty equipment.

OUT OF SERVICE / DO NOT OPERATE TAGS FOR FAULTY, BROKEN OR MALFUNCTIONING EQUIPMENT

The aim of an Out of Service / Do Not Operate tag is to protect people and equipment by alerting them the equipment is faulty, broken or malfunctioning. Refer to below guidelines on the use of Out of Service / Do Not Operate tags.

In case of a malfunction, breakage or the detection of a fault in any equipment: e.g. electrical, gas powered, etc; an Out of Service / Do Not Operate tag must be attached to the equipment.

- Always turn off and disconnect the equipment from any energy sources, such as electricity, gas etc. This ensures the equipment can't be operated.
- Attach an Out of Service / Do not operate tag to the equipment in a prominent location and in such a way to prevent the operation of the equipment if you believe the equipment is unsafe or unserviceable. For example:
 - For electrical equipment - place the tag within 300mm of the electrical plug.
 - For gas cylinders – place the tag over or as close as possible to there you would attach the regulator.
 - Include in permanent marker or pen on the tag; your name, your department and the date and time the tag was placed.

- Immediately inform your supervisor / Client Relationship Manager regarding the faulty equipment.
- Place faulty or damaged equipment in a safe place, where it cannot be used
- The Out of Service / Do Not Operate tag will be removed by the technician following the repair of the equipment and before it is placed back into service.

Below Out of Service / Do Not Operate tag indicates that equipment is unsafe to operate.

<p>842357 </p> <p>DANGER</p> <p>OUT OF SERVICE</p> <p>DO NOT OPERATE</p> <p>TAG PLACED BY: _____</p> <p>DEPARTMENT: _____</p> <p>DATE: _____ TIME: _____</p>	<p>DANGER</p> <p>DO NOT REMOVE THIS TAG</p> <p>TO DO SO WITHOUT AUTHORITY WILL RENDER YOU LIABLE TO DISCIPLINARY AND/OR LEGAL ACTION.</p> <p>IT IS HERE FOR A PURPOSE.</p> <p>SEE OTHER SIDE</p>
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