



<b>Document Name</b>	<b>Isolation Procedure</b>
<b>Document No</b>	<b>MBG.114.2.7</b>
<b>Release Date</b>	<b>1 August 2017</b>

**Purpose:** The purpose of this document is to provide practical guidance about the use of isolation procedures to protect persons working on plant.

**Scope:** Employees and contractors at all operational sites.

**Goals:** The Company aims to:

1. Provide clear direction to operators as to how and when to isolate plant
2. Provide best practice in isolation and minimise risk to operators
3. Comply with legislative requirements

**Procedure:**

### **Electricians Performing Isolation**

Electricians performing isolation on any Milbrae site are to follow the Milbrae Isolation procedure, along with their own Electrical Control Procedure as specified in the Electrical Engineering Control Plan.

### **Isolation Log**

An isolation log will be kept on each site, this will record details of each isolation occurring on the site.

The isolation log is to be filled out before isolating the plant.

### **Identify and Isolate Energy Sources**

Identify the energy sources that may post a hazard to the persons carrying out work on the plant:

- Identify where the primary power source is for the plant, be aware there may be several power sources on one plant.
- If a part of the plant may move due to loss of hydraulic pressure, identify how to make these safe.
- Parts moving under mechanical pressure may move due to gravity after electrical power is removed, identify how risks around this can be controlled.
- Release any tension on springs, or block movement of spring driven parts which may pose a hazard.
- De-energise the plant.
- Inspect the plant and ensure all parts have stopped moving.



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**Lock Out All Isolation Points**

Once all energy sources have been turned off and any stored energy made safe, the electrical source must be locked out with isolation pad locks:

- Pad locks and tags will be obtained from the office or site container.
- Each person working on the plant must use a pad lock.
- If more than one locks are to be used they will be attached to an isolation clamp.
- The key to the lock must be kept with the person who placed the lock.
- The lock can only be removed by the person who placed the lock.
- Each lock shall have the appropriate tag attached to it, fully filled out by the person who placed the lock.

**Isolation Tags**

Information tags ensure that all parties on site can identify why plant has been isolated:

- Each person will fill out an information tag and attach to their lock.
- If the person is working on the plant, or otherwise at risk if the plant is started, a Personal Danger Tag will be attached to their lock.
- If a visual inspection where a person is not at risk if the plant is started, an Out of Service Tag will be attached to their lock.
- If the plant must be removed from service due to a fault or removed while waiting for repairs or parts, an Out of Service Tag will be attached.

**Test Isolation**

Before working on the plant, the person who isolated the plant must try and start the plant while the isolation lock is attached to the power source.

If the isolation has been completed correctly the plant will not start.

If the isolation fails to stop the plant from being started, the site manager or supervisor must be contacted, work is not permitted until the plant isolation has been tested and confirmed to be isolated.



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**Complete Work**

Work will then be completed as planned by the workers/contractors.

**Removing Isolation Tags and Locks**

Once a person has completed on the plant the following steps are required to take place:

- The person is to remove only the tag and lock that they fixed to the isolation point.
- If work is completed but the plant remains out of service, the Personal Danger tag is required to be replaced with an Out of Service Tag.
- If the plant is to be returned to service then ensure any block and braces are removed, conduct a full pre start and return the plant to service.
- The isolation log is required to be completed to show the removal of the isolation lock.
- Lock and key are to be returned to the correct storage location.

**Removal of locks and tags if a worker is unavailable**

If a person has left the site without removing their isolation lock or tag, every effort shall be made to have the person return to site to remove them.

If it is not practicable to recall the person to site the Site Manager or Supervisor may remove the lock as a last resort, only after informing the Operations Manager of the situation, a thorough examination of the plant must be conducted to determine that it is safe to remove the isolation.

A lock/tag removal form shall be completed and forwarded to the Operations Manager and WHSE Co-Ordinator.

**Review:**

This procedure will be reviewed every 24 months, unless a deficiency is revealed, in which case the procedure will be review on identification of the deficiency.



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**Roles & Responsibilities:**

<b>Position</b>	<b>Role</b>
General Manager	To ensure the company implements an effective isolation procedure and supporting the WHSE Strategy
Managers	Are responsible for the implementation of this procedure.
Team Leaders / Supervisor	Are responsible for implementing this procedure within their workgroup Responsible for monitoring locks and tags, and reordering where required. Responsible for ensuring procedure is used, and to rectify non-compliance.
WHS Coordinator	Provide support and advice to Managers and Supervisors, log lock/tag removal forms and review procedure on periodical basis.
Workers	Employees must understand and comply with this procedure



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## Appendix A Lock/Tag Removal Form

**NOTE:** Any reference documents related to the lock/tag are to be retained and attached to this form for filing

### 1. EMPLOYEE AND EQUIPMENT INFORMATION

Employee: (The name that appears on the lock/tag to be removed)	Equipment Name/No. : (What is the lock/tag attached to?)

### 2. LOCK/TAG REMOVAL REASON

Why is it necessary to remove this lock / tag?

- Lost key                       Lock owner has left site and unavailable                       Safety  
 Impact on other work                       OTHER \_\_\_\_\_

Details:

### 3. EMPLOYEE CONTACT DETAILS

Has the owner of this lock/tag left the site?                       Yes                       No

Have you tried to contact the owner of this lock/tag?                       Yes                       No

Details:

### 4. EQUIPMENT DETAILS

Has the equipment / plant been thoroughly inspected and tested by a qualified and competent person?                       Yes                       No

Is it safe to remove the lock/tag and operate or return the equipment to service? **(established by the site manager who must be on site to make the decision)**                       Yes                       No

What control measure has been put into place to ensure the owner of the lock/tag cannot return to the equipment if it has been returned to service / made live / made operable?

Details:

### 5. DETAILS OF PERSON COMPLETING THIS FORM

\_\_\_\_\_ / / :  
 Name                      Date                      Time

### 6. DECLARATION BY OPERATIONS MANAGER OR DIRECT DELEGATE ( NOTE TIME OF CALL IF AUTHORISATION GIVEN REMOTELY )

Declaration: I have viewed the required evidence of due process and authorise the removal of the lock/tag

\_\_\_\_\_ / / :  
 Signature ( or details of remote authorisation )                      Date                      Time