

ISOLATION AND TAGGING PROCEDURE

Table of Contents

1	Purpose	2
2	Scope	2
3	Roles and Responsibilities	2
4	Definitions.....	4
5	General Requirements	7
5.1	What is Isolation and Lockout / Tagout?	7
5.2	General Principles of Lockout / Tagout	8
5.3	Written Records	8
5.4	Removal of Personal ISOLATION Locks / Personal Danger Tags	12
5.5	Where Isolations are not Practical.....	12
6	Incidents / Infringements.....	12
7	Training and Competency	13
8	Attachments.....	14
9	Associated Documents	14
10	Associated References	15
11	References.....	15
12	Monitoring, Evaluation and Review	15
13	Administration.....	15
	Attachment 1: Tags.....	16
	Attachment 2: Locks.....	17
	Attachment 3: Group Isolation Flow Chart	18
	Attachment 4: Individual Isolation Flow Chart	19

1 Purpose

The purpose of this Procedure is to outline the minimum requirements and provide guidance to ensure isolation and tagging activities conducted on Mid West Ports Authority (**MWPA**) controlled sites is conducted so as to prevent injury to personnel or damage to equipment and assets.

2 Scope

This Procedure shall apply to all operations on a MWPA controlled worksite that involves work tasks with a risk of a hazardous release of energy such as electrical, mechanical, gravitational, pneumatic, hydraulic and chemical energy.

Note: Isolations and tagging associated with High Voltage electrical operations including High Voltage Switching are NOT covered in this Procedure. Refer to High Voltage Switching Operations Procedure for more detail.

3 Roles and Responsibilities

Role	Responsibility
Basic Isolators	<p>All non MWPA Workers performing isolation and work on site <u>shall</u> ensure the following.</p> <ul style="list-style-type: none"> • They have completed the MWPA online Induction • That unless they have completed the Individual Isolator / Group Isolator training, Basic Isolators may only apply their Personal Isolation Lock and Personal Danger Tags onto a 'Group Isolation Lock Box' (Lockout and Tagout). • Basic Isolators have the right to be shown isolation points and to have verified there is no residual or stored energy present (Tryout) prior to fitting their Personal Isolation Locks and Personal Danger Tags to the Group Isolation Lock Box. • They only carry out work as discussed and agreed with the Supervisor or Group Isolator. Any additional works will require a reassessment of the scope of work and the isolation point(s).
Delegate or Line Managers	Responsible for ensuring their personnel are trained and competent in this Procedure; responsible for enforcement of this Procedure.
Duty Operations Supervisor	<p>A person who has control of operational areas on behalf of the Operations Manager and who:</p> <ul style="list-style-type: none"> • approves handover of ownership of plant / equipment to the Task Supervisor for the purpose of isolations and work scope execution; • once approved, records the isolation in the Group Isolation Register; • approves the de-isolation of the plant / equipment once satisfied by the Task Supervisor the work is completed, all personal isolation locks and personal danger tags have been removed, and the plant is in a state ready for operation; and • hands over all current isolations to the oncoming Duty Operations Supervisor at Shift Change.

Role	Responsibility
Electrical Superintendent	Trains and deems competent by assessment, a person as a Single or Group Isolation Officer.
Group Isolator	<p>The Group Isolator <u>shall</u> ensure the following.</p> <ul style="list-style-type: none"> • They have signed and have their current Group Isolator status recorded in the MWPA Approved Isolator Register. • They isolate each isolation point recorded on a Group Isolation Certificate and attach a Group Isolation Tag and Yellow Group Isolation Padlock. • A second qualified Group Isolator confirms each isolation and records the check on the Group Isolation Certificate. • Group Isolation Locks and Isolation Tags are attached to all isolation points (Lockout and Tagout). • Isolations <u>shall</u> be tested to ensure no residual or latent energy is present (Tryout). This can be demonstrated to any member of the working party for that particular isolation prior to handover. • The keys of all Group Isolation Padlocks used <u>shall</u> be secured in a Group Isolation Lock Box and locked with a Blue Group Isolation Lock Box Lock. The Group Isolation Certificate <u>shall</u> be attached to the Group Isolation Lock Box. • De-isolate the plant / equipment once approval has been granted by Operations Supervisor via the Group Isolation Certificate. • Group Isolators <u>shall</u> comply with mandatory PPE requirements when isolating / switching arc flash rated equipment.
Individual Isolators	<p>The Individual Isolator <u>shall</u> ensure the following.</p> <ul style="list-style-type: none"> • A person is deemed to be an Individual Isolator once they have successfully completed the online LOTO Isolation and Tagging training, Logbook and Individual Isolator Evaluation assessment and have their name recorded on an Approved Isolator Register. • Individual Isolators must ensure the following. <ul style="list-style-type: none"> • They have identified all isolation points associated with their work scope. • Isolation points are recorded on their JSEA. A maximum of four points may be isolated. • A Hasp, Personal Isolation Locks and Personal Danger Tags are attached to all isolation points (Lockout and Tagout). • Isolations shall be tested to ensure no residual or latent energy is present (Tryout). • Individual Isolators <u>shall</u> comply with mandatory PPE requirements when isolating / switching arc flash rated equipment. • Individual Isolators are <u>not permitted</u> to isolate any plant on behalf of another person. • If more than four isolation points are required, a Group Isolation shall be performed.

Role	Responsibility
Maintenance Manager	The Maintenance Manager <u>shall</u> nominate a person who will be responsible for appointing and authorising Isolation Officers and Competent Persons.
Task Supervisor / Responsible Worker	<p>A Task Supervisor or Delegate <u>shall</u> ensure the following.</p> <ul style="list-style-type: none"> • They understand the work scope and identify all isolation points required for the work. They will seek approval from the person who has control of the work area (operations or maintenance) for the work to take place. • They fully understand the scope of work, informed relevant third parties and (where required) assist the Group Isolator in identifying and confirming all isolation points associated with the work scope. • All team members fully understand their obligations including the removal of Personal Danger Tags / Personal Isolation Locks and if required, the placement of Out of Service Tags. • All team members understand the work scope and isolation method to allow them to safely work on the plant within the work scope. • The satisfaction of the Operations / Maintenance Supervisor, that all work is completed, and all personal isolation locks and personal danger tags are accounted for before requesting removal of isolation.

4 Definitions

Basic Isolator	<p>A person who has received basic training via the MWPA Induction process and must be supervised by the task supervisor while applying their Personal isolation lock and personal danger tag) onto a 'Group Isolation Locking Box'.</p> <p>Basic Isolators <u>shall</u> only apply their Personal Isolation Lock / Personal Danger Tags onto a Group Isolation box – they are NOT permitted to place their personal isolation lock(s) / Personal Danger Tags on any other isolation point.</p>
Common User Plant / Equipment	Shared plant / equipment that is owned and operated by both MWPA and External Proponents.
Competent Person	A person who is appointed or designated by MWPA to perform specified duties, which the person is qualified to perform by demonstrated knowledge, training and experience. Signed record forms of competency and training <u>shall</u> be maintained and placed on the individual's personal file.

Group Isolation	<p>An Isolation or Group of Isolations conducted by a Group Isolator. A record of the isolation points and isolation lock keys will be secured in a 'Group Isolation Lock Box'. Personnel wishing to conduct work on the equipment will place their Personal Isolation Lock and Personal Danger Tag onto the locking point of the relevant Group Isolation Lock Box.</p> <p>A Group Isolation will be required when:</p> <ul style="list-style-type: none"> • the work group exceeds five or more personnel; • five or more isolation points are required; or • as a point of isolation for basic isolators or otherwise determined by risk assessment as the best method of isolation. <p>Group Isolation Tag is Orange and Black and <u>shall</u> be affixed to a Yellow group isolation lock.</p>
Group Isolation Certificate	<p>The certificate used by a Group Isolator to record the details of the isolations. The Isolation certificate <u>shall</u> be secured to the 'Group Isolation Lock Box'. It documents the isolation, handover, sign-on / sign-off and de-isolation processes in returning plant to an operational status.</p>
Group Isolation Lock	<p>The lock applied to an isolation point or lockout device applied by a Group Isolator. Isolation Locks <u>shall</u> be Yellow in colour.</p>
Group Isolator	<p>A person who has received training and has been assessed by an Isolator Assessor and is deemed as a 'competent person' in applying group isolations according to the approved assessment criteria.</p> <p>Group Isolators may place an Isolation Lock and Isolation Tag on equipment or process for the intention of isolating an entire piece of plant or equipment for third parties to work on.</p> <p>Group Isolators are the only personnel who <u>shall</u> apply Group Isolations.</p> <p>Personnel applying to be qualified as a Group Isolator <u>shall</u> have first qualified as an Individual Isolator and must have completed the Group Isolator Logbook.</p> <p>A Group Isolator may act with other Group Isolators to perform onsite verification / checking activities associated with the installation of group isolations.</p>
Group Isolation Logbook	<p>Logbook used to document group isolation training whilst under the supervision of an appointed isolator.</p>
High Voltage	<p><i>High Voltage</i> means a voltage in excess of 1000V A.C. or 1500V D.C. High Voltage isolation and tagging requirements are NOT included in this document.</p>
Individual Isolation	<p>An individual isolation where you may use a JSEA to record the isolation points required to perform a work scope and perform the isolation.</p> <p>There <u>shall</u> be no more than four isolation points for an Individual Isolation.</p> <p>There <u>shall</u> be no more than four individual isolations on any isolation point.</p>

Individual Isolator	<p>A Person who has received training and deemed as a 'competent person' in applying individual isolations according to the approved assessment criteria.</p> <p>The person <u>shall</u> also have operational experience in the area they are working in.</p> <p>Note: Personnel who have not been assessed as Individual Isolators but are required to conduct work on equipment <u>must</u> perform their isolation under the conditions / requirements of a Group Isolation Permit / Certificate or under the supervision of an appointed Individual Isolator in conjunction with the Individual Isolator Logbook.</p> <p>An Individual Isolator may NOT apply Group Isolations; they can only isolate equipment they are working on.</p>
Individual Isolator Logbook	Logbook used to document individual isolation training whilst under the supervision of an appointed isolator.
Information Tag	<p>Displays written general information about an item or situation and may also be used to convey equipment status that may not warrant an Out of Service Tag.</p> <p>White with Blue writing.</p> <p>Note: <i>Information Tags shall not be used in substitution for 'Out of Service' or 'Danger' Tags.</i></p>
Isolate / Isolation	<p>Disconnect / barricade and lock / secure all sources of energy to a piece of equipment (associated with the task).</p> <p>Where practicable, isolation points <u>shall</u> also be de-energised to release any latent energy.</p>
Isolation Point	<p>Points where an energy source can be visibly disconnected or inhibited, de-energised and locked out.</p> <p>Note: Isolations made on electrical equipment must be made using a full current isolating device capable of being secured in the isolating position.</p>
Isolation Tag	<p>The tag placed by a Group Isolator onto an Isolation Point for a Group Isolation.</p> <p>Group Isolation Tag is Orange and Black and <u>shall</u> be affixed to a Yellow group isolation lock.</p>
Isolator Assessors	<p>The following personnel are available to assess <u>Individual Isolators</u>.</p> <ul style="list-style-type: none"> • Electrical Superintendent and/or qualified Trainer. <p>The following personnel are available to assess <u>Group Isolators</u>.</p> <ul style="list-style-type: none"> • Electrical Superintendent and/or qualified Trainer for electrical group isolations.
Lock Box Lock	<p>The lock applied by the Group Isolator to the Locking Box for the purposes of securing the isolation lock keys inside.</p> <p>Group Isolators are accountable for the common lock box key they are issued with.</p> <p>Lock box locks are coloured Blue.</p>
Out of Service (OOS) Tag	<p>A notification tag that the equipment item <u>shall</u> not be used until cleared for safe operation by a Competent Person.</p> <p>It indicates that the equipment may be faulty, in need of repair or inspection and that damage may occur if the equipment is utilised. This tag may be placed by anyone but can only be removed by a Competent Person (person assigned to repair / assess item).</p> <p>Out of Service Tags are Yellow and Black in colour.</p> <p>Note: An OOS Tag does not provide Personal protection.</p>

<p>Personal Danger Tag (PDT)</p>	<p>A Personal Danger Tag should accompany each personal isolation lock used in an isolation procedure and identify the person who put the tag and lock in place, contact details (phone number), the time and date, and the item of plant being isolated.</p> <p>A Personal Danger Tag is applied on the Personal Isolation Lock at the isolation point of an item of equipment or plant. It is a notification that the equipment is being worked on and that operating the equipment may endanger the person who attached the tag.</p> <p>Personal Danger Tags are Red and Black in colour.</p> <p>Personal Danger Tags must be destroyed after use.</p>
<p>Personal Isolation Lock</p>	<p>A lock used by a person for the purpose of lock-out isolation.</p> <p>This lock <u>shall</u> be the person's own lock and not given to other personnel for use.</p> <p>Personal Isolation Locks will be supplied by MWPA or by an External Contractor if the person is not an MWPA employee.</p> <p>There should be no duplicate key available for any lock, except a master or duplicate key for use in an emergency. The master or duplicate key should be secured and not readily available except in an emergency.</p> <p>During plant inspection, repair, maintenance, cleaning or adjustment, each person should only hold the one key to their lock. That person is responsible for both locking and unlocking the lockout device.</p> <p>Personal Isolation Locks <u>shall</u> be Red in colour.</p>
<p>Positive Isolation</p>	<p>Positive isolation is a method of isolation where there is zero potential of energy transfer. Typical examples include the following.</p> <ul style="list-style-type: none"> • Air gapping – Electrical equipment is racked out / opened in a locked position with a physical air gap between the components. In the case of pipework this may involve the removal of a spool to create a physical break or gap. • Insertion of spades / blanks into pipework to physically block the flow of energy. • Decompression of stored energy in springs or hydraulic systems and the installation of devices to prevent further energy transfer such as blocks, wedges or props. • Deactivation of potential chemical energy by the use of neutralising agents.

5 General Requirements

5.1 WHAT IS ISOLATION AND LOCKOUT / TAGOUT?

Before any plant is inspected, repaired, maintained or cleaned it must, where practicable, be shut down, de-energised and its energy sources physically locked out and tagged as part of an isolation procedure. Energy sources include electrical, mechanical, gravitational, pneumatic, hydraulic, radiation and chemical energy.

Where practicable, Positive Isolation shall be the minimum standard of lockout applied. Where Positive Isolation cannot be achieved, or it is a requirement of the task that controlled movement is required, the Isolator must document the controls in place within the written records (JSEA / SWMS / risk assessment) and have them approved prior to use.

Locking devices that are tamperproof such as padlocks, are used to maintain the integrity of the isolation(s) at the specified isolation point(s) and tags to inform and identify the status of the isolation.

5.2 GENERAL PRINCIPLES OF LOCKOUT / TAGOUT

While isolation procedures may vary in detail because of differences in plant, power sources, hazards and processes, they must include the following steps.

- Identify the plant involved and the corresponding energy sources and isolation points.
- Identify all other hazards.
- Shut the plant down.
- De-energise all stored energy sources.
- Isolate and lock out all energy sources. Apply Personal Isolation Locks (**RED**) and Personal Danger Tags (**RED** and **BLACK**).
- Control other potential hazards.
- Test by 'trying' to re-activate the plant, without exposing the tester or others to risk, to ensure isolation procedures have been effective, before commencing any maintenance, cleaning, inspection or repairs on the plant.
- Carry out the work on the plant.
- **Note:** Once remedial work is complete, the people who locked and tagged the isolation point(s) are to remove the Personal Isolation Locks (**RED**) and Personal Danger Tags (**RED** and **BLACK**) before the plant is returned to operational status.

5.3 WRITTEN RECORDS

All documentation associated with the isolation management system should be developed and maintained in accordance with the operation's document control procedures, legislative requirements and subsidiary guidance material.

Mandatory requirements to manage isolations include the following.

Requirement	Document
Individual Isolation	<p>The <u>mandatory</u> documents used to manage individual requirements include:</p> <ul style="list-style-type: none"> • Job Safety and Environmental Analysis (JSEA) for the task, must include information related to the Individual isolation requirements and be reviewed on site prior to work commencing; and • Application for Permit to Work (where applicable).

Requirement	Document
Mandatory Individual Isolation Requirements	<p>The following steps identify the minimum steps for an individual isolation.</p> <ul style="list-style-type: none"> • Seek Authority / Ownership of Plant / Equipment from plant or equipment owner. • One or more Individual Isolators may determine the isolation point(s) required to perform a work scope, record the isolation points on a Risk Assessment for that work scope and perform the isolations. A maximum of four isolation points is permitted. • Each Individual Isolator performing work <u>shall</u> isolate (or confirm isolated) each isolation point, attach \ Personal Isolation Locks (RED) and completed Personal Danger Tags (RED and BLACK) to each isolation point, and test each isolation for effectiveness. • When the work scope is complete, or at the end of shift, each Individual Isolator <u>shall</u> remove their Personal Isolation Lock (RED) and Personal Danger Tag (RED and BLACK). • If the work scope is not complete or the equipment is to remain out of service, an Out of Service Tag (YELLOW and BLACK) detailing the conditions <u>shall</u> be placed on each isolation point. • Once work is completed, de-isolation <u>shall</u> occur by the Individual Isolators.
	<ul style="list-style-type: none"> • For an individual Isolation – Each person working on the equipment <u>shall</u> remove their Personal Isolation Lock complete with Personal Danger Tags from each isolation point before the plant is returned to operational status. • Individual Isolator <u>shall</u> inform the Task Supervisor responsible that all isolations have been removed, and equipment / plant has been returned to operational status (the existing condition prior to isolations).

Requirement	Document
Mandatory Group Isolation Requirements	<p>The following steps identify the minimum steps for a group isolation.</p> <ol style="list-style-type: none"> 1. Seek Authority / Ownership of Plant / Equipment from Area Supervisor. 2. A Task Supervisor responsible for a work scope must initiate a Group Isolation Certificate and identify all energy sources and hazards by conducting suitable risk assessment. 3. The Task Supervisor <u>must</u> understand the work scope, determine the isolation points and record these on a Group Isolation Certificate. Note: They may liaise with the Group Isolator or others as required to clarify these isolation points. 4. The Task Supervisor will sign on the Certificate in the 'Required By' fields. 5. The Group Isolator shall partner with another Group Isolator who provides verification and perform the isolations. YELLOW locks from a Group Isolation Lock Box shall be used to secure Isolation Tags (ORANGE and BLACK) to each isolation point. The Group Isolator shall record the lock number and initial the Group Isolation Certificate after each isolation. 6. The Verification Officer <u>shall</u> confirm each isolation and initial the Group Isolation Certificate after each isolation. 7. When each isolation point listed on the Group Isolation Certificate has been isolated and checked, the key to the Isolation Locks and the Group Isolation Certificate <u>shall</u> be secured in the Group Isolation Lock Box with a Blue Lock Box Lock and Isolation Tag. If portable, the lock box <u>shall</u> be left either at the job site or outside the Duty Operations Supervisors office. The location will be agreed upon at the prestart meeting for the works. 8. The Task Supervisor <u>shall</u> attach an Out of Service Tag (YELLOW and BLACK) to the lock box. 9. For a Group Isolation – Each person working on the equipment must apply their Personal Isolation Lock (RED) and Personal Danger Tags (RED and BLACK) to the designated Isolation Point (Tagout). This will be a 'Group Isolation Lock Box' where the keys from the Isolation Locks, installed by Group Isolator, are secured in one location by a Lock Box Lock. A Group Isolation Certificate <u>shall</u> be attached to / in the Lock Box to clearly identify the isolations that have been applied. Note: Group Isolator performing the isolation may work on the plant under the Group Isolation they applied in this case they will also apply their Personal Isolation Lock and Personal Danger Tag. 10. Once work is completed, de-isolation <u>shall</u> occur by a Group Isolator.

Requirement	Document
	<ol style="list-style-type: none"> 11. For a Group Isolation, when the task is complete and each worker has removed their Personal Isolation Lock (RED) and Personal Danger Tags (RED and BLACK) from the Group Isolation Lock Box, a Group Isolator may remove the Isolation Certificate and seek approval to de-isolate from a Duty Operations Supervisor. Once de-isolation is approved, a Group Isolator shall proceed to de-isolate and return the Group Isolation Certificate to the Duty Operations Supervisor when complete. 12. If work remains incomplete at the end of the shift, Personal isolation Locks (RED) and Personal Danger Tags (RED and BLACK) shall be removed from the Group Isolation Lock Box and the Out of Service tag updated to indicate the equipment status. 13. Personal Isolation Locks (RED) and Personal Danger Tags (RED and BLACK) are reattached to the applicable point(s) prior to work recommencing on the equipment. 14. The Duty Operations Supervisor shall remove the isolation from the Group Isolation Register and file the completed Group Isolation Certificate.
Shared Plant Isolations	<p>The following applies.</p> <ul style="list-style-type: none"> • A common user discussion will be conducted (in person, telephone) between External Proponent and MWPA to discuss operational requirements and proposed isolation requirements. A confirmation email communication will ensue as a record. • If the Isolation has been requested by MWPA, acquire isolation verification from External Proponent 'Group Isolator' that the isolation is in place, the 'Lock Box' will sit with MWPA Group Isolator. • If the Isolation has been requested by External Proponent, once MWPA isolations have been confirmed the 'Lock Box' will be given to the External Proponent Group Isolator. • Following the completion of works contact will be made between External Proponent Group Isolator and MWPA Group Isolator to arrange for isolations to be removed and 'Lock Boxes' to be returned. • Note: Where possible 24 hour notification of these events is required.
Special Isolations – Confined Spaces	<p>Specific isolation requirements apply to work in a confined space. Refer to Confined Space Entry Procedure for more detail.</p>
Special Isolations – High Voltage Electrical	<p>Specific isolation and tagging requirements apply to work that involves working in the vicinity, access or switching requirements associated with High Voltage electrical apparatus. Refer to the High Voltage Switching Operations Procedure for more detail.</p>

Note: To maintain the effectiveness of the internal auditing program and support continuous improvement of the isolation management system, a clear line of documentation ownership and review should be specified and enforced.

5.4 REMOVAL OF PERSONAL ISOLATION LOCKS / PERSONAL DANGER TAGS

The following requirements apply.

- The only person permitted to remove a Personal Danger Tag and/or personal isolation lock is the person who placed it, except in the following circumstances.
 - A life threatening emergency situation exists requiring emergency personnel to remove it.
 - In an emergency situation all personnel with Personal Danger Tags and Personal Isolation Locks in place shall be accounted for before any Personal Danger Tags / Personal Isolation Locks are removed.
 - The Operations Manager or Maintenance Manager in consultation with Electrical Superintendent may remove a Personal Danger Tag / Personal Isolation Lock left by an individual who cannot be located, only after they have completed a **Personal Isolation Lock and Personal Danger Tag Removal Form**. This nominated delegate dependent upon type of isolation shall inspect the complete system prior to removal of the Personal Isolation Lock and Personal Danger Tag to ensure the system is safe to return to operational status – if not an Out of Service Tag shall be applied.
- If another person's PDT is accidentally removed, the following procedure shall apply.
 - A replacement PDT is to be completed and affixed to the isolation point. It shall be clearly marked as a **REPLACEMENT**.
 - The relevant Task Supervisor and Electrical Superintendent notified immediately.
 - The person whose PDT was removed by mistake must be located and asked to complete another PDT.
 - Only then is the replacement PDT to be removed.

5.5 WHERE ISOLATIONS ARE NOT PRACTICAL

There may be instances where all the above steps cannot be carried out because of the way plant is designed or installed; or there may be certain plant that can only be cleaned, maintained, repaired or adjusted by moving components slowly under power.

If plant cannot be stopped during cleaning, maintenance or similar work, the Task Supervisor shall have a documented risk assessment approved by the Operations or Maintenance Manager, and ensure alternative written safe procedures are developed, followed and reviewed at regular intervals.

6 Incidents / Infringements

Any incidents or non-compliances related to isolation and tagging shall be reported through MWPA incident reporting system.

In the event of an incident or serious infringement / violation, all documentation including tags (PDT, OOS, Information and Isolation type), JSEAs, Risk Assessments and Isolation documentation is to be kept secure. All persons involved are required to complete witness statements as soon as practicable.

7 Training and Competency

The process to isolate / lockout / tag equipment requires that personnel are trained and competent to different requirements depending upon their role. The following minimum training requirements apply.

Training	Requirement
Basic Isolator	Can only apply a Personal Isolation Lock (RED) and Personal Danger Tag (RED and BLACK) onto a Group Isolation Lock Box. Basic Isolators have completed the following. <ul style="list-style-type: none"> • MWPA online Induction • Must apply Personal Isolation Lock and Personal Danger Tag under supervision of the Task Supervisor
Group Isolators	Can apply isolations to equipment that other isolators are working on. Group Isolators have completed the following. <ul style="list-style-type: none"> • MWPA online Induction • LOTO Isolation and Tagging online (Velpic) • Individual Isolator Competency Evaluation • Group Isolator Logbook must be completed • Group Isolator Competency Evaluation • Have their name recorded on an approved Isolator Register
Individual Isolator	Can apply a Personal Isolation Lock (RED) and Personal Danger Tags (RED and BLACK) onto multiple isolation points of equipment that they are working on. Individual Isolators have completed the following. <ul style="list-style-type: none"> • MWPA online Induction • LOTO Isolation and Tagging online Training (Velpic) • Individual Isolator Logbook must be completed • Individual Isolator Competency Evaluation • Have their name recorded on an approved Isolator Register

Training	Requirement
Logbook Guidelines	<ul style="list-style-type: none"> • The Duty Operations Supervisor / Electrical Superintendent must give approval by signing the top of the Logbook Form before the candidate may commence any isolation. • Whilst isolating, the candidate must be under the supervision of an Individual / Group Isolator that has been appointed by the Duty Operations Supervisor or Electrical Superintendent. • Both the supervising Individual / Group Isolator and the candidate must sign this logbook as proof of equipment isolation. • If the supervising Individual / Group Isolator observes a Candidate endangering, or about to endanger themselves, others, property or equipment, STOP THE TASK IMMEDIATELY and explain the safety situation to the candidate. • Individual / Group Isolator is to assist the candidate with Isolation requirements and where necessary, make reasonable adjustments. • The supervising Individual / Group Isolator may verbally question the candidate to gauge underpinning knowledge of isolation. • The Individual Isolator candidate must log a minimum of 12 individual isolations before they will be considered for Practical Assessment using the Individual Isolator Competency Evaluation Form. • The Group Isolator candidate must log a minimum of five group isolations before they will be considered for Practical Assessment using the Group Isolator Competency Evaluation Form. • The candidates will only carry out work as discussed and agreed with by the Supervisor and supervising Isolator.

8 Attachments

Document
Attachment 1: Tags
Attachment 2: Locks
Attachment 3: Group Isolation Flow Chart
Attachment 4: Individual Isolation Flow Chart

9 Associated Documents

Document Title
Group Isolation Certificate
Group Isolator Competency Evaluation Form
High Voltage Switching Operations Procedure

Document Title
Individual Isolator Competency Evaluation Form
Permit to Work and Authority to Work Procedure
Personal Lock and PDT Removal Form
Risk Management Procedure

Location – Mid West Ports Intranet – [Document Centre](#)

10 Associated References

Document Title
Group Isolator Logbook
Individual Isolator Logbook

11 References

Document	Title
WA State Government Guideline	Isolation of hazardous energies associated with plant in Western Australian mining operations

12 Monitoring, Evaluation and Review

This document is required to be reviewed every two years from the last scheduled review date.

Minor updates made within this two-year period, will not be taken as a *full review*.

The Document Custodian is responsible for conducting the review in accordance with **Controlled Documents Review and Approval Process Work Instruction**.

13 Administration

Document Custodian:	Electrical Superintendent
Document Approver:	Maintenance Services Manager
Approval Date:	16 June 2025
Document Review Period:	2 yrs

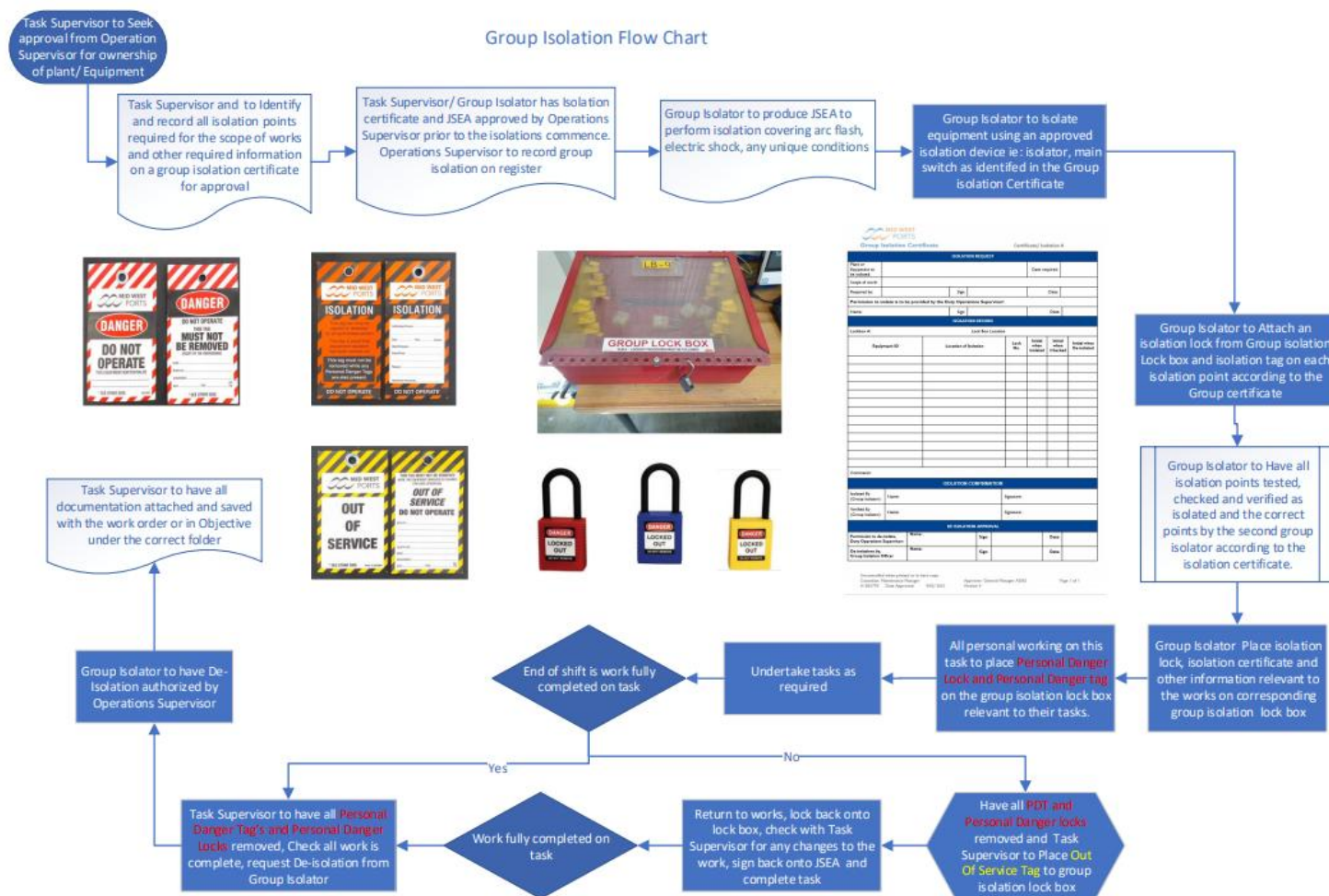
Attachment 1: Tags

Personal Danger Tag	Isolation Tag
 <p>The Personal Danger Tag consists of two sides. The front side (left) features a red and white diagonal striped border, the Mid West Ports logo, and the text: DANGER, DO NOT OPERATE, THIS EQUIPMENT/SWITCH/VALVE, and * SEE OTHER SIDE 303686. The back side (right) features a black and white diagonal striped border, a red oval with DANGER, and the text: DO NOT OPERATE, THIS TAG MUST NOT BE REMOVED EXCEPT BY THE UNDERSIGNED. It includes fields for NAME, MOBILE No., DEPARTMENT, DATE, TIME, and AM/PM, with a note * SEE OTHER SIDE.</p>	 <p>The Isolation Tag consists of two sides with a black and orange diagonal striped border. The front side (left) features the Mid West Ports logo, the word ISOLATION, and a form with fields for: Authorized Person, Date, Time, Dept/Company, Equip/Plant, Reason, and Hand-Over Permit No. Below the form is the text DO NOT OPERATE. The back side (right) features the Mid West Ports logo, the word ISOLATION, and the text: This tag can only be placed or removed by an authorised person. This tag is proof that equipment isolation has been carried out. This tag must not be removed while any Personal Danger Tags are also present. Below this is the text DO NOT OPERATE.</p>
Out of Service Tag	Information Tag
 <p>The Out of Service Tag consists of two sides with a black and yellow diagonal striped border. The front side (left) features the Mid West Ports logo and the text: OUT OF SERVICE, * SEE OTHER SIDE, and Part # 222236. The back side (right) features the text: THIS TAG MUST NOT BE REMOVED UNTIL THE EQUIPMENT INVOLVED IS CLEARED FOR SAFE OPERATION, OUT OF SERVICE, DO NOT OPERATE. It includes fields for DEFECTS, EQUIP/PLANT, NAME, DEPARTMENT, DATE, TIME, and AM/PM.</p>	 <p>The Information Tag consists of two sides with a blue border. The front side (left) features the Mid West Ports logo, the text INFORMATION TAG, and a warning: NOT TO BE USED AS A SUBSTITUTE FOR A DANGER TAG OR OUT OF SERVICE TAG. It includes fields for: PLACED BY, WORK GROUP, DATE, TIME, and EQUIPMENT. The back side (right) features the text INFORMATION TAG and a COMMENTS section with multiple lines for text entry.</p>

Attachment 2: Locks

Group Isolation Lock Box Lock	Personal Isolation Lock	Isolation Lock
		
Group Isolation Lock Box		
		

Attachment 3: Group Isolation Flow Chart



Attachment 4: Individual Isolation Flow Chart

