


STANDARD OPERATING INSTRUCTION	OH&S-GVW-307
Tagout, Lockout and Isolation of Machinery and Equipment	

1.0 PURPOSE

To detail the requirements when persons are working on or near machinery and equipment which is being maintained (including: cleaning, inspection, adjustment, servicing, repair or alteration).

2.0 REFERECNES

OH&S (Plant) Regulations 1995, Regs 706,712
OH&S (Confined Spaces) Regulations 1996, Regs 17, 18 & 19

3.0 DEFINITIONS

Authorised Person: A competent person with approval to issue safety tags and isolate plant and equipment which is being maintained. Generally all Operators who have completed OH&S training NWP201A are deemed to be competent to issue safety tags. Electrical isolation of plant may only be carried out by a competent person, eg. S Class electrical license or A grade electrician.

Isolation: The removal of an energy source from an item of machinery or equipment which prevents the possibility of accidental or inadvertent start during maintenance.

Lockout: Method of isolation using locking mechanism to de-energise an item of plant or equipment

Tagout: Method of alerting other persons that maintenance is occurring.

4.0 RESPONSIBILITIES AND AUTHORITIES

4.1 DISTRICT MANAGER

- Monitor to ensure staff are following appropriate lockout, tagout and isolation procedures.

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- Ensure new staff are provided with information regarding GVW's procedures for lockout, tagout.

4.2 WORK COORDINATOR

- Ensure sufficient tags and locking ties are available at appropriate work locations
- Monitor the use of tags and locking ties

4.3 AUTHORISED PERSON:

- Ensuring where there is a risk of injury during, inspection, cleaning, servicing, repair or alteration an item of machinery or equipment is appropriately tagged and where possible isolated.
- Ensuring tags and locking ties are removed when the machinery or equipment is rendered safe to operate.

5.0 OHS Hazards and Controls

5.1 HAZARDS:

Plant and Equipment Hazards:

- crushing, cutting, stabbing, puncturing, shearing

Hazardous Materials Hazards:

- exposure to hazardous contents of pipelines and hoses

6.0 Other Resources Required

6.1 PERSONNEL INCLUDING QUALIFICATIONS

- GVW in house training

6.2 TAGOUT / LOCKOUT CENTRES

- Each regional work centre is provided with a Tag-out / Lock-Out centre which includes the following equipment:
 - Do Not Operate Tags (both polypropylene and card stock);
 - Out of Service Tags (both polypropylene and card stock);
 - Locking Ties;
 - Water proof markers;
 - A copy of the lockout / tagout, Isolation Procedure;
 - Inventory of tags and reordering quantity.

7.0 Procedure

7.1 GENERAL REQUIREMENTS:

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- Lockout / Tagout procedures shall be followed to ensure machinery or equipment is stopped and isolated from hazardous energy sources and cannot be accidentally or inadvertently started.
- Treat all machinery as if it can start automatically. Always switch equipment to local control before isolating and tagging is carried out.
- Warning tags should never be misused or used for anything other than their designed purpose.
- Only the person who attaches the lock or locking tie and warning tag should remove it.
- A lock or locking tie must never be used without an accompanying warning tag.
- Whenever a warning tag and lock or locking tie is used, where possible, the work coordinator shall be advised. This is especially important where tags and ties remain in place for any length of time.

7.2 PROCEDURE

7.2.1 PRELIMINARY

Before working on an item of machinery or equipment an assessment shall be made by the authorised person / operator to determine if there are is any risk of injury to themselves or others from accidental or inadvertent start up of the plant / equipment.

7.2.2 TAGOUT PROCESS

- A “Do Not Operate” or “Out of Service” Warning Tag shall be securely fixed to the item in a prominent position.
- The information recorded on each tag must be completed in full; a blank warning tag must never be used.
- Where items may be exposed to rain or water a polypropylene tag shall be used and information recorded using a permanent marker pen.
- Where possible switchboards shall be labelled with a secondary warning tag to minimise the chance of accidental activation.

7.2.3 ISOLATION PROCESS

Where possible the item and switchboard shall be isolated through the following means

- Physical disconnection or restriction of rotating or moving parts
- locking electrical switching in the “OFF” position
- rendering safe pneumatic and hydraulic lines
- Diverting, blanking, purging, emptying or removing hazardous material containing pipework.

7.2.4 COMPLETION OF PROCESS

Once all works are completed and the item is safe to operate warning tags and locking ties shall be removed.

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