

# Electrical Isolation & Lockout Procedure

## System Procedure

SP-S-29

### *Document Control*

Approved by:	Approver Position:	Approver Signature:
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## Purpose

- The purpose of this procedure is to outline the steps that Westside employees must follow when isolating an electrical circuit or portion of the electrical installation.

## Definitions

- For the purposes of this procedure, the following definitions apply:
  - **Danger Tag:** an approved tag fixed to isolated device, to indicate that a person or persons are working on the circuit/ equipment. The tag must include details of who placed the tag and details of the isolated circuit.
  - **Lockout:** a mechanical device or padlock fitted to an isolated device to prevent access.
  - **Out of Service Tag:** an approved Tag placed on an isolated circuit, indicating that the equipment is out of service only, should any person work on the circuit/ equipment then a Danger Tag must be fitted to the circuit in addition to the Out of Service Tag.

## Isolation & Lockout

- Isolation of electrical circuits MUST be undertaken by a licensed competent tradesperson, who is familiar with the electrical installation.
- Isolation of electrical supplies is to include the following steps.
  - Identification of circuit to be isolated - The circuit must be correctly identified to ensure that the correct breaker I isolator is being operated. Identification can be either by circuit schedule, labelling , tracing or drawing.
  - Testing the circuit to be isolated - circuit should be tested with an approved testing device; a multimeter or voltstick. All test devices should be checked on a known power source to ensure correct operation.
  - Isolation of the circuit - Isolation should be carried out at a circuit breaker or lockable isolation device, circuit isolation can also be by disconnection of the circuit.
  - Placement of a Danger Tag or Lockout onto the circuit - A 'MASTER' Danger Tag or Lockout, MUST be placed onto the circuit by the person who has tested the circuit.
  - Retesting of the circuit to ensure that the correct circuits have been de-energised - The circuit should then be retested to ensure that the correct circuit has been isolated. The circuit should be tested with an approved testing device; a multimeter or voltstick. All test devices should be checked on a known power source to ensure correct operation.

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### Working on an Isolated Circuit

- All personnel working on an isolated circuit MUST place a Danger Tag onto the circuit at the point of isolation.

### Removal of Danger Tag

- At the completion of works to the isolated circuit, each person who has placed a Danger Tag onto the circuit must remove their individual Tag. Once all Danger Tags have been removed, the MASTER Danger Tag can be removed by the licensed electrician who placed the Tag.

### Removal of Danger Tag in Exceptional Circumstances

- In the exceptional case where the license electrician who carried out the isolation and tagging is not accessible then the removal of the Danger Tag and re-energisation can be carried out by the Westside Site Foreman, Project Supervisor or Project Manager. All details of the removal are to be recorded in the site diary.
- If the person who placed the tag has left site, they are to be contacted prior to starting work and advised that the tag has been removed.

### Shift Handover

- Should the works not be completed, and a handover to the incoming shift is required then the following steps MUST be undertaken.
  - All personnel who have placed a Danger Tag onto the isolated circuit are to remove their Tags.
  - The person, who placed the MASTER Danger Tag, is to carry out a handover to the incoming licensed competent tradesperson, detailing the status of works.
  - The incoming licensed competent tradesperson, MUST fill out a Danger Tag and place it onto the circuit and carry out all tests as of the requirement of initial Tag placement.
  - The original MASTER Tag can then be removed.
  - All personnel from the new shift must then place their Tags onto the isolated circuit.

### Out of Service Tag

- At no time should a Danger Tag be left on a circuit if no one is working on the circuit. If the circuit is to remain isolated, an Out Of Service Tag should be placed on the circuit.

### Security of Lockout Station

- The Lockout Station is to be kept secure at all times in the site office.