

<b>MS NAME:</b>	OHS Lock Out Danger & Out of Service Tags	<b>MS NO.</b>	OHS-001-MS.34
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## 1 PURPOSE

These procedures are designed to protect personnel from injury or death while carrying out repairs and maintenance on machinery or equipment or from using machinery and equipment that may be faulty and dangerous.

These procedures are in three parts:

1. Lock Out System
2. Danger Tags
3. Out of Service Tags

## 2 METHOD STATEMENT DETAILS

### 2.1 RESPONSIBILITIES

The manager or the person in charge of a department is to ensure that personnel have been trained or are competent in the use of Lock Out procedures, Danger tags and Out of Service tags. Records of the training or instruction must be maintained on site. Lock Out padlocks, Danger / Isolation tags and Out of Service tags must be freely available in all departments.

Employees and contractors must follow the instructions of this procedure.

### 2.2 TASK ASSESSMENT

Prior to each task commencing, the hazards associated with this task should be identified so that the appropriate form of Lock Out or Isolation can be chosen.

An example of a flow chart for this process is attached at the end of this section as Appendix A.

### 2.3 LOCK OUT SYSTEM

A Lock Out system entails a positive isolator being turned to the OFF position and secured in that position by the removal of a key, or a physical block fitted, padlocked and the key removed.

A Lock Out system is the preferred method for isolating any machine or piece of equipment when work is required to be done on that item. It is the safest method of ensuring that the machine or piece of equipment is not inadvertently turned on when an employee is working in or on it.

Care must be taken to ensure that systems, which contain stored energy, e.g. air or hydraulic pressure, flywheels, springs or capacitors, are also suitably controlled.

The Supervisor or person in charge must inspect the work to be performed. If there is any possibility that the operation of any switch, valve or isolator could cause injury, the following procedures must apply:

- 1) The switch or isolator must be locked in the OFF position and the key removed and retained by the person who is required to work on the equipment.
- 2) A suitable physical block is fitted, padlocked and the key removed and retained by the person who is required to work on the equipment.
- 3) A "DANGER, DO NOT START" tag is placed at this point.
- 4) Following the isolation a check must be carried out to ensure isolation has been effected.
- 5) The key or keys will be retained in the possession of the person responsible for working on the equipment until the work has been completed. If that person leaves the location

prior to the work being completed, the key will be handed to the person taking over charge of the area.

- 6) Prior to unlocking the isolator and removing the Danger tag, the person in charge of the key or keys must personally check and ensure that all employees are in a safe position.
- 7) Should intermittent operation be required during maintenance work, refer to Danger tag procedures in this section.
- 8) Storage cabinets or lock out stations are appropriate for medium to large sites.
- 9) A lock out register recording personnel and lock out details should be kept on site in an accessible area. An example of a register for this purpose is attached to the end of this section as Appendix B.
- 10) If a positive Lock Out system is not available, refer to the Danger tag and Out of Service tag procedures.

## 2.4 DANGER TAGS

### 2.4.1 GENERAL INSTRUCTIONS

- (a) A Danger tag must be attached to the isolating switch, valve or other positive isolating device of a unit whenever there could be danger to a person from the operation of the unit.
- (b) Danger tags must be placed before work is begun on a piece of equipment. The name of the person carrying out the work and the name of the department must be printed on the tag.
- (c) Switches, valves or other positive isolators must not be operated when there is a Danger tag in place.
- (d) The only person permitted to remove a Danger tag is the person who put it there, except as provided in paragraph 2.4.4 (b).

### 2.4.2 RESPONSIBILITY

- (a) Whenever a person can foresee that the operation of any switch, valve or other isolator could cause injury to him / her, it is then the responsibility of that person to place a Danger tag on the isolating switch, valve or other isolator of the equipment concerned.
- (b) If a person has to leave equipment in an unserviceable condition e.g. at the end of a shift, the personal Danger tag must be removed and an Out of Service tag attached.

### 2.4.3 PLACING DANGER TAGS

- (a) A person must be absolutely certain that the switch, valve or other isolator that has been tagged is the correct one and that it is in the correct position to make the equipment safe. If there is any doubt, work must not proceed until the matter has been checked with the supervisor concerned.
- (b) Some switches are not positive isolating switches and will not give sufficient protection. For example, switches of the push button type, emergency stop buttons or switches, master control switches, control switches in pulpits and on control stations. These must not be used as isolating switches.
- (c) Danger tags must be fastened securely.
- (d) When a number of personnel are working on the same job, each person must attach his own Danger tag to the isolation switches, valves or other isolators as required by paragraph 2.4.2. (a).

- (e) There must be no deviation from this procedure unless the supervisor in charge of the area specifies an alternative system.

#### 2.4.4 REMOVAL OF DANGER TAGS

- (a) Personal Danger tags will be removed when a job has been completed or when work has ceased at the end of a shift. If the job has not been completed and the operation of a switch, valve or other isolator could create a dangerous situation or cause damage, the Danger tag should be removed and an Out of Service tag attached with notification being given to the supervisor or other responsible person.
- (b) The only person permitted to remove a Danger tag is the person who attached it. Should this person be unavailable, the Supervisor or other responsible person may remove it only when they are completely satisfied it is safe to do so.

#### 2.4.5 INTERMITTENT OPERATION OF EQUIPMENT DURING MAINTENANCE

Specific procedures need to be followed when work is to be carried out on equipment, which will be required to be moved or tested during maintenance or repairs.

- (a) The supervisor or person in charge of the job must fasten an Out of Service tag on the main isolating switch, valve or positive isolating device. This control is to be placed in the safe position. Employees working on the equipment should remove their own personal Danger tags if they have already attached them.
- (b) Prior to fastening an Out of Service tag the supervisor or person in charge is to ensure that an operator is placed in control of the situation, with the following instructions:
  - the operator must not leave the controls unless authorised by the supervisor or person in charge;
  - the operator will only operate the controls on direct instruction from the supervisor or person in charge;
  - at all other times, all controls will be kept in neutral and no-one else will be allowed to touch them.
- (c) When actual movement is required, the supervisor or person in charge will ensure all personnel are in a safe position.
- (d) Movement will then be carried out by the operator under direct instructions.
- (e) When movement is complete (even temporarily) the main isolating switch will be placed in the safe position.
- (f) If the necessity for movement ceases, then the normal Danger tag requirements must be enforced.

#### 2.4.6 WORKING: IN OTHER DEPARTMENTS

- (a) Whenever a person is required to work on equipment in any department other than their own, contact must be made with the supervisor or other responsible person in that department to advise that work is to commence.
- (b) As necessary, the supervisor or responsible person will personally indicate which main isolating switches, valves or other isolators must be danger tagged before work begins.
- (c) When the job has been completed, Danger tags must be removed and the supervisor or responsible person of the department concerned notified.

## 2.4.7 CONTRACT LABOUR WORKING IN DEPARTMENTS

- (a) Contractors must be made aware of lock out procedures / tag out and Out of Service procedures prior to a task commencing
- (b) The supervisor or responsible person must indicate the main isolating switches, valves, or main isolators which must be Danger tagged by each of the contractors' employees. The supervisor or responsible person will supervise the tagging.
- (c) When the job has been completed, the contractors' supervisor and employees must remove their Danger tags and notify the departmental supervisor or responsible person.

## 2.5 OUT OF SERVICE TAGS

### 2.5.1 USE OF OUT OF SERVICE TAGS

- (a) These tags are used on faulty or unsafe equipment or machinery when the use or operation of faulty or unserviceable equipment or machinery could cause further damage to that equipment or machinery or cause injury to people or cause damage to other plant. An Out of Service tag must be attached to the faulty or unserviceable equipment by the person who identifies the fault and the supervisor must be informed as soon as possible by the person concerned. This person must not leave the site until the supervisor has been informed.
- (b) Equipment or machinery on which an Out of Service tag has been placed must not be used or operated.
- (c) When the use or operation of any interconnected equipment or machinery (even though it is not faulty itself) could cause injury to people or damage to other plant, an Out of Service tag must be placed on the main isolating switches, valves or other isolators, before Danger tags are removed. The person in charge will notify the supervisor concerned of the action taken.
- (d) When the maintenance job is restarted, every person on the job must attach his own Danger tag as instructed in "Danger Tags" Section 2.4.

### 2.5.2 NEW INSTALLATIONS OR RELOCATION OF MAJOR EQUIPMENT & MACHINERY

- (a) All installations of major equipment or machinery whether new or relocated must be appraised by the supervisor concerned or responsible person before regular operation of the equipment is approved.
- (b) The person who completes the installation must attach an Out of Service tag and notify the supervisor or responsible person that the installation is complete and ready for inspection.

### 2.5.3 REMOVAL OF OUT OF SERVICE TAGS

An Out of Service tag may be removed by the person who rectifies the problem, or by a supervisor, or by another responsible person, provided the supervisor or another responsible person first communicates with the person/s or department responsible for rectifying the problem/s. Before removing the tag, the supervisor must ensure the equipment or machinery is in proper working order and that its operation will not cause damage to plant or injury to people.

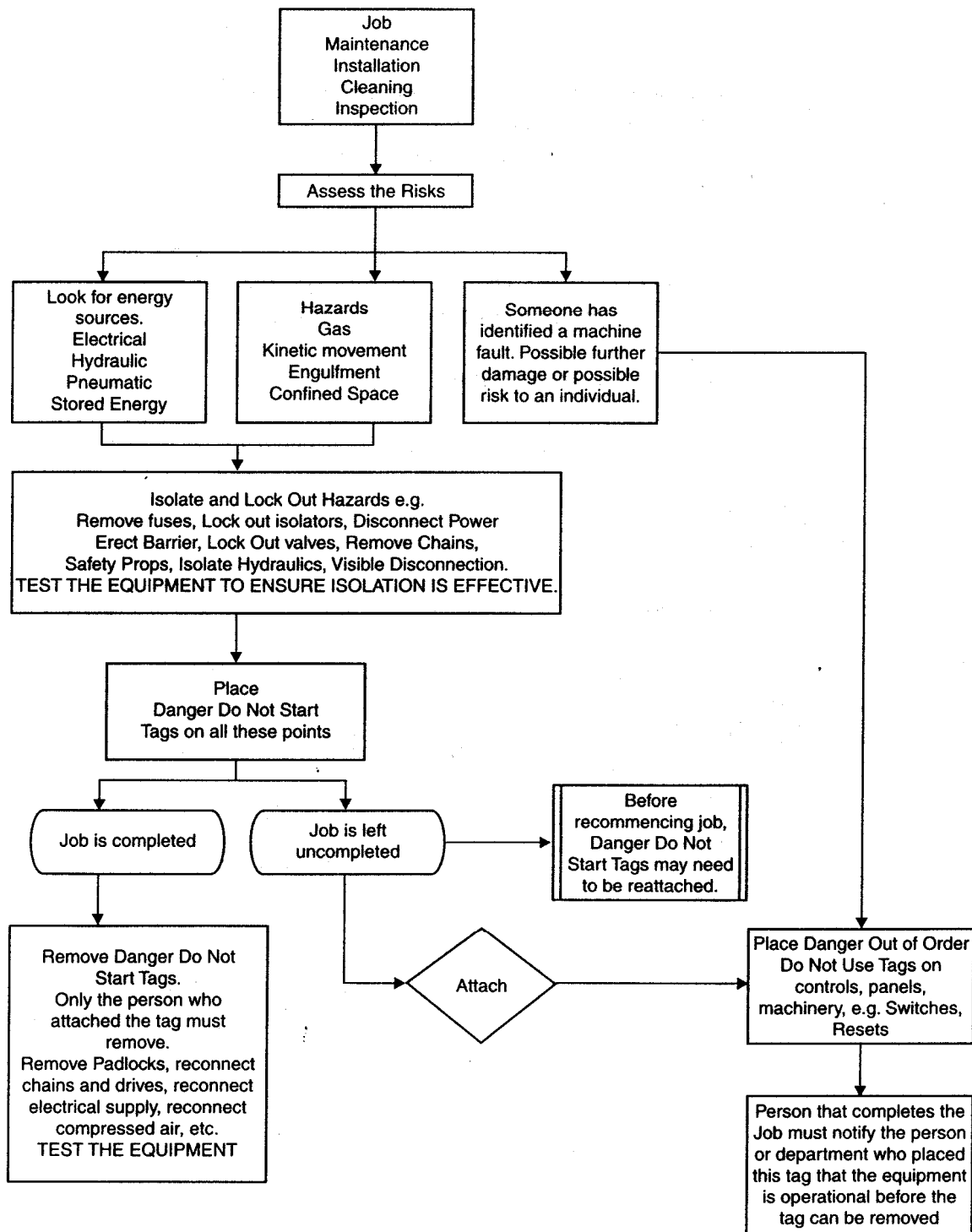
#### 2.5.4 SPECIAL CAUTION

- (a) Remember that an Out of Service tag does not provide specific personal protection because it may be removed and the equipment operated without warning.
- (b) When a person has to go on a job where an Out of Service tag is in place and the operation of a switch, valve or other isolator would place that person in danger, a personal Danger tag must also be attached.
- (c) Under no circumstances must a switch, valve or other isolator be left without either a Danger tag or an Out of Service tag attached to it, if its operation controls equipment unsafe to use.

#### 2.6 EXAMPLES OF LOCK OUT PRODUCTS

- Danger tags and Out of Service tags can be seen in Appendix C at the end of this section.
- Danger tags should be red and black in colour.
- Out of service tags should be red and white or yellow.
- Danger tags / Out of Service tags should be exhibited on the safety notice board of all departments.

## APPENDIX A



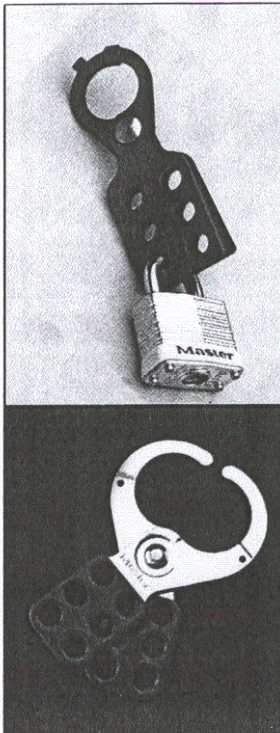


**APPENDIX C**


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# DANGER TAGS & LOCKS

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**3 SCOPE**

This Method Statement applies to all Neumann Steel personnel.

**4 DEFINITIONS/TERMS**

Term	Description

**5 RECORDS**

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**6 MODIFICATION HISTORY**

Date	Version	Modification	Author	Approval
30/10/04	1	Initial Draft	Phil Unicomb	
11/1/06	1.1	Division into IMS structure	T Robinson	Phil Unicomb
12/06/07	1.2	Regular Revision	L Main	Phil Unicomb