

## ISOLATION, LOCKING OFF AND ACCESS (Including tagging)

To ensure electrical equipment or circuits remain de-energised while working, they are to be isolated from all relevant sources of electricity supply. This may include opening switches, removing fuses or links, opening circuit breakers or removing circuit connections.

Safe isolation procedures, including the use of locks and tags should be developed in consultation with the relevant workers. Where isolation procedures are used, the appropriate level of information, instruction, training and supervision is to be provided by the supervisor/person in control of the area/activity.

### Locking off

Isolation points should be fitted with control mechanisms that prevent the electrical equipment from being inadvertently re-energised. The control mechanism should require a deliberate action to engage or disengage the device. This may include switches with a built-in lock, and lock-outs for switches, circuit breakers, fuses and safety lock-out jaws, clips, screw, bolt or pin that can be inserted to prevent a switch from being operated. They should be used in conjunction with additional control measures such as danger tag and permit systems. In situations where isolation points are accessible by other people the isolation method or system used should not be able to be inadvertently or easily compromised.

### Tagging systems

Danger (Lockout) and Out of Service tags must be used to clearly identify that either operators, maintenance staff, contractors and/or sub-contractors are engaged in the cleaning, repair or maintenance of the plant/equipment, or when an item of plant/equipment has been assessed as unsafe and has been isolated from service.

### Out of Service tag

Out of Service tags are used to identify electrical equipment that is not safe to use or fit for purpose.

- x Anyone can place an Out of Service tag on equipment if they consider it to be unsafe or unserviceable and must then immediately inform their supervisor/person in control of the

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