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SAFE WORK INSTRUCTION

Task Operation: LOCK OUT / TAG OUT			Form SW 023 Rev A
Special Comments: This procedure is to be used in conjunction with any operating manuals or training relevant to the tasks. Refer to W.A. Department of Commerce Guidance Note 'Isolation of Plant 2010'			
ACTIVITY	HAZARDS	HOW TO DO IT	PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS
Steps in order of performance	Applicable to each step	Identify Equipment, Safety Quality and Performance Requirements	
Preparation	Electrocution Crushing Cuts/Bruising	<ul style="list-style-type: none"> Identify all energy sources. Electrical, Mechanical, Hydraulic, etc. Identify component/plant/item to be isolated Identify ALL persons that will be working on isolated equipment Ensure that local isolation will not adversely affect downstream activities 	 
Operation	Electrocution Crushing Cuts/Bruising Burns	<ul style="list-style-type: none"> Isolate in accordance with W. A. Department of Commerce Guidance Note 'Isolation of Plant 2010' If more than 1 person is involved in Lock Out/Tag Out, appoint a 'Person in Charge' to be responsible for the procedure Ensure that ALL persons working on the plant have their own 'Danger' tags and locks If a component of isolation is the removal of fuses, the removed fuses should be distributed between all persons involved in the Lock Out/Tag Out procedure, thereby necessitating co-operation between all parties before restarting 	
After Use Care		<ul style="list-style-type: none"> 'Person in Charge' is to determine that the plant may be re-energised and returned to service All persons involved in the Lock Out/Tag Out procedure shall remove Tags and Locks and report to the 'Person in Charge' The 'Person in Charge' shall have overall responsibility for the safe re-energising of the plant/equipment and shall cause the plant/equipment to be returned to service only when satisfied that it is safe to do so 	