Lockout and Tagout Plan

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Purpose and Scope

This Lockout and Tagout (LOTO) Plan sets out the minimum requirements and procedures for isolating, locking and tagging plant and equipment at [Company Name]. It is designed to prevent unplanned energisation, start-up or release of stored energy that could cause injury, illness, property damage or environmental harm.

This Plan applies to all:

- workers, including labour hire and contractors, engaged by [Company Name]
- tasks involving installation, commissioning, operation, maintenance, cleaning, inspection, fault-finding, repair, decommissioning or dismantling of plant and equipment
- fixed and mobile plant, electrical systems, pneumatic and hydraulic systems, mechanical drives, process lines, and energy sources used in:
  - manufacturing and production operations
  - mining and resources activities (including processing plants and mobile mining equipment)
  - electrical and solar installations and maintenance
  - automotive and mechanical repair and servicing
  - metal fabrication and welding operations.

This Plan must be read in conjunction with [Company Name]'s Work Health and Safety (WHS) Policy, Risk Management Procedures, Permit to Work systems, Confined Space Entry Procedures, and Electrical Safety Procedures.

Definitions

For the purposes of this Plan, the following definitions apply:

- **Lockout**: The placement of a lockout device on an energy-isolating device, in accordance with an established procedure, ensuring that the energy-isolating device and the equipment being controlled cannot be operated until the lockout device is removed.
- **Tagout**: The placement of a tag on an energy-isolating device to indicate that the device and the equipment being controlled must not be operated until the tag is removed by an authorised person.
- **Energy source**: Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, gravitational, kinetic or other energy that could cause harm.
- **Stored (residual) energy**: Energy that remains in a system after it has been isolated from its primary energy source (e.g. pressure in hydraulic lines, tensioned springs, elevated loads, charged capacitors).
- **Isolation point**: A device or location used to prevent the transmission or release of energy to plant or equipment (e.g. isolating switch, valve, circuit breaker, disconnect, blank flange).

- **Authorised person**: A worker who has been trained, assessed as competent, and formally authorised by [Company Name] to perform lockout and tagout activities.
- **Affected person**: Any worker who operates or uses plant or equipment being locked or tagged out, or who works in the area where such activities are performed.
- **Personal lock**: A uniquely keyed padlock issued to an individual worker for the purpose of personal protection during lockout activities.
- **Group lock box**: A lockable device used to secure keys for multiple isolation points, allowing each person working on the plant to apply their personal lock to the box.
- **Danger tag**: A tag used to indicate that operation of the isolation point or plant is prohibited because workers are exposed to danger.
- **Out of service tag**: A tag used to indicate that plant or equipment is defective, unsafe, or not to be used until repaired or assessed.
- **Zero energy state**: A condition in which all energy sources are isolated, stored energy is dissipated or restrained, and verification confirms that the plant cannot be inadvertently energised.

Legislative and Standards Framework

This Plan is developed in alignment with relevant Australian WHS legislation, regulations, codes of practice and standards, including (as applicable in each jurisdiction):

- Work Health and Safety Act and Regulations
- Electrical Safety Act and Regulations (where applicable)
- Managing Risks of Plant in the Workplace Code of Practice
- Safe Work Australia model codes and guidance on plant and electrical risks
- AS/NZS 4024 series – Safety of machinery
- AS/NZS 4836 – Safe working on or near low-voltage electrical installations and equipment
- AS/NZS 3000 – Electrical installations (Wiring Rules)
- Mining-specific WHS legislation and recognised standards where applicable.

[Company Name] will review this Plan to maintain alignment with legislative changes and updated standards.

Roles and Responsibilities

Officers (e.g. Directors, Senior Managers)

Officers must exercise due diligence to ensure that [Company Name] complies with its WHS duties in relation to plant isolation, including:

- ensuring adequate resources are provided for lockout and tagout equipment, training and supervision
- verifying that effective LOTO procedures are implemented, monitored and reviewed
- ensuring risk management processes are applied to plant and energy isolation
- promoting a safety culture that supports strict adherence to LOTO requirements.

Managers and Supervisors

Managers and supervisors are responsible for implementing this Plan in their areas of control. They must:

- ensure plant and equipment-specific isolation procedures are developed, documented and accessible
- ensure workers and contractors are trained and competent in LOTO before commencing relevant tasks
- confirm that appropriate isolation points are identified, labelled and maintained
- ensure sufficient lockout devices, tags and accessories are available and fit for purpose
- enforce the use of LOTO for all applicable tasks, including during production pressures and breakdowns
- conduct regular inspections and audits of LOTO practices
- investigate non-compliance, near misses and incidents involving plant isolation, and implement corrective actions.

Authorised Persons (including Trades, Electricians, Fitters, Mechanics)

Authorised persons performing LOTO must:

- follow this Plan and plant-specific isolation procedures at all times
- identify all energy sources and isolation points before commencing work
- apply personal locks and danger tags to all relevant isolation points or group lock boxes
- verify isolation and zero energy state prior to commencing any work
- maintain control of their personal keys and never allow others to remove their locks
- remove personal locks and tags only when their work is complete and the area is safe
- communicate with affected persons before isolation and before re-energisation.