Tagging and Isolation			
Business Name:		ABN:	
Business Address:			
Contact Person:	Phone:	Email:	

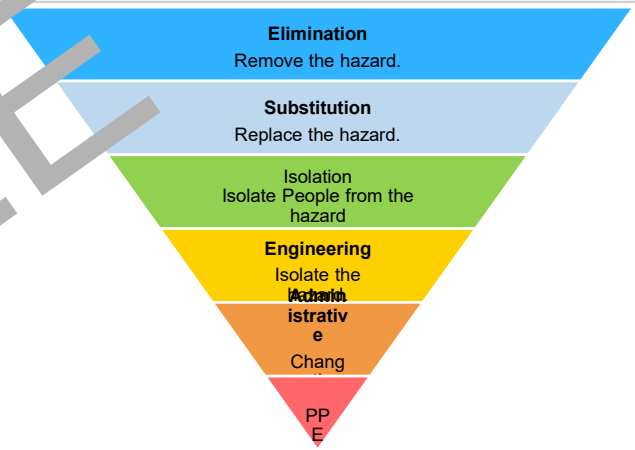
THIS RISK ASSESSMENT IS APPROVED BY THE PCBU OF THE PROJECT		
Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a RISK ASSESSMENT is prepared before the proposed work starts.		
Full Name:		
Signature:	Title:	Date:

CLIENT OR PRINCIPAL CONTRACTOR DETAILS	
Client:	SCOPE OF WORKS
Project Name:	
Project Address:	
Project Manager:	
Contact Phone:	
Date Risk Assessment supplied to Project Manager:	

RISK MATRIX

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE		
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Rev before work
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACU	2M MO RATE	Ensure control measures in place.
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 H	1L LOW	Monitor and keep records.

HIERARCHY OF CONTROLS



Risk Rating & Required Action:

4A	Stop work. The risk is intolerable. E inate the hazar redesign the activity before proceeding. A Safe Work Method Statement (SWMS) or hi er-level authorisati is required.
3H	Review and approve additional c rols b ask arts. Senior supervisor sign-off needed.
2M	Ensure all nominated controls are in ace and effe ive. Proceed with caution; monitor conditions.
1L	Proceed, following standard operating procedures Monitor and keep records.

Consequence Scale:

Consequence	People (injury/illness)	Project / Assets	Compliance / Reputation
Catastrophic	Fatality or permanent total disability	project shutdown	Significant regulator intervention; criminal prosecution
Major	Serious injury/illness (hospital > 5 days)	critical delay	Improvement notice; major media coverage
Moderate	Medical-treatment injury; lost-time > 1 day	moderate delay	Minor breach; adverse client comment
Minor	First-aid only, no lost time	negligible delay	Isolated non-conformance
Insignificant	No injury	no schedule impact	Deviation caught and corrected on site

Notes on Hierarchy of Controls:
Remember to apply controls in the preferred order shown by the coloured pyramid:

1. **Eliminate**
2. Substitute
3. Isolate
4. Engineering
5. Administrative
6. PPE

Always document **why** a lower-order control is accepted if elimination or substitution is not reasonably practicable.

aligned with Safe Work Australia's Managing the risk of fatigue at work *(2023) and ISO 45001:2018 clauses 6–8.*

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
1. Governance, Legal Compliance & WHS Duty of Care	• Lack of clear organisational policy on isolation and tagging responsibilities under WHS Act 2011 • Senior management not demonstrably exercising due diligence for high-risk plant isolation • Inadequate integration of isolation and tagging requirements into WHS management system • Failure to align isolation/tagging practices with WHS Regulations and relevant Australian Standards (e.g. AS/NZS 4024, AS/NZS 4836) • Insufficient consultation with workers and HSRs about isolation and tagging procedures • Contractor and labour-hire arrangements not covered by principal PCBU's tagging and isolation governance • Failure to review governance arrangements following i[illegible]nts, near misses or plant chan[illegible]s	4A	• Develop and endorse a company-wide Tag[illegible]g and I[illegible]ation Policy clearly allocating WHS responsibilities, consistent with WHS Act 201[illegible] and [illegible]HS Regulations • Embed isolation and tagging requirements in th[illegible] organisati[illegible] WHS management system, including objectives, targets and perfor[illegible]ce indicators • Ensure Officers de[illegible]ate du[illegible]diligence by regula[illegible]y reviewing isolation risk information, audit outcomes and in[illegible]ent dat[illegible]nd al[illegible]ating adeq[illegible]te resources • Map and do[illegible]ment legal [illegible]d other o[illegible]a[illegible]ns (standards, codes of practice, OEM instructions) relating to plan[illegible]solatio[illegible]nd tag[illegible]g • Esta[illegible]s formal [illegible]sultation mechanisms with workers and HSRs for development, review and implem[illegible]n[illegible]on of is[illegible]tion and tagging systems • Includ[illegible] expl[illegible] isolati[illegible] and tagging requirements in contractor management frameworks, contracts and [illegible]nboard[illegible]g pro[illegible]sses • Imp[illegible]t a scheduled governance review (e.g. annually or after significant change) of isolation and [illegible]gging [illegible]ngements, with documented outcomes and actions	3H
2. Isolation & Tagging Policy, Procedures and Standardisation	• Absence of a do[illegible]mented isol[illegible]n and tagging proce[illegible] f[illegible] [illegible]levan plant and energy sources • Inconsistent tagging formats, col[illegible]s and terminology across d[illegible]sites or departments • Procedures not differentiating between danger tags, out-of-service tags, information tags and lock-out devices • Procedures not covering all energy types (electrical, mechanical, hydraulic, pneumatic, chemical, thermal, gravitational, stored energy) • Outdated or overly complex procedures leading to non-compliance or informal work-arounds	4A	• Develop a single, controlled corporate procedure for tagging and isolation applicable to all business units and work locations • Standardise tag types, wording, colour coding and lock-out devices across the organisation, with visual examples in procedures • Clearly define the purpose and use of each tag type (danger, out-of-service, information) and lock-out devices in the procedure • Ensure procedures explicitly address all potential energy sources and stored energy release controls in line with relevant standards • Implement a formal document control process with version management, review dates and approval by competent persons • Define clear selection criteria for individual, group and complex isolations, including when a permit-to-work is mandatory • Include detailed requirements for shift change, extended isolations and handover of responsibility between work groups	2M

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	• Lack of clear criteria for when to apply group isolation, personal isolation, or permit-to-work systems • Incomplete instructions for shift handover and multi-day isolations		• Provide concise quick-reference guides or flowcharts summarising key procedural steps for field personnel	
3. Plant, Asset Register and Isolation Point Identification	• Incomplete or inaccurate plant and asset registers for equipment requiring isolation • Isolation points not clearly identified, labelled or mapped for each item of plant • Hidden or non-obvious energy sources (back-feeds, UPS, stored pressure) not recorded • Multiple similar isolation points creating risk of wrong item being isolated or tagged • Changes to plant or systems of work not triggering updates to isolation information • Lack of standard format for isolation point diagrams and instructions • Failure to capture isolation requirements for temporary or hired plant	4A	• Maintain a comprehensive and centralised plant and asset register that flags all equipment requiring formal isolation controls • Develop standardised isolation point lists and diagrams for each relevant asset, including all primary and secondary energy sources • Physically label isolation points with durable, legible and consistent identifiers that match documented diagrams • Implement a management of change process to ensure any plant modifications trigger review and updating of isolation and tagging information • Use engineering surveys or competent person verification to identify hidden energy sources, back-feeds and stored energy risks • Ensure temporary, mobile and hired plant are added to a controlled register while on site, with documented isolation points where practicable • Store isolation drawings and instructions in an accessible digital system and link them to work orders and permits	2M
4. Tagging System Design, Integrity and Physical Controls	• Tags made from materials that degrade, fade or detach in harsh environmental conditions • Tags able to be removed without tools or without leaving evidence of tampering • Tag formats that do not capture essential information (name, date, reason, equipment ID, contact details) • Insufficient supply or poor storage of tags and lock-out devices leading to informal substitutes • Incompatible lock-out hardware for various isolation points (e.g. different valve or breaker types)	3H	[redacted]	2M

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	• Tags not having unique identifiers, preventing traceability and auditability • No mechanism to prevent re-use of single-use tags inappropriately			
5. Inspection Records, Documentation and Information Management	• Missing or incomplete records of isolation, tagging and associated inspections • Paper-based records being lost, damaged or illegible • Inability to quickly verify current isolation status or history during maintenance or emergencies • Delayed entry of inspection data resulting in outdated information being relied upon • Lack of linkage between tagging records, permits, work orders and plant history • No formal retention schedule for isolation and tagging records, hinderin incident investigations • Inadequate privacy an ity controls for electroni ecords containing personal informati	4A	[redacted]	2M
6. Training, Competency and Authorisation	• Workers applying o oving tags d isolations without formal competenc assessment • Supervisors unaware of th responsibilities to verify isolation and tagging compliance • Training not tailored to different roles (authorised isolators, operators, contractors, supervisors) • High turnover or contractor workforce resulting in inconsistent knowledge of tagging system • No refresher training leading to skill fade or outdated practices being followed	4A	[redacted]	2M

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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
	• Inadequate verification of literacy, language and numeracy for understanding tag information • No formal authorisation process for persons permitted to implement or verify isolations			
7. Supervision, Verification and Monitoring of Compliance	• Lack of routine supervision to ensure adherence to isolation and tagging procedures • Supervisors prioritising production over safe isolation practices • Infrequent or informal inspections of tags, lock-out devices and isolation points • No systematic verification that isolations are complete and effective before work starts • Failure to detect unauthorised removal or bypassing of tags and isolations • Inconsistent enforcement of non-compliance leading to normalisatio of deviance	3H	[redacted]	2M
8. Permit-to-Work, Change Management and Complex Isolations	• Complex or multi-e rgy isolations not subject to a forma ermit-to-work process • Changes in scope of work not triggering review of existing isolatio and tags • Multiple work parties relying on the same isolation without coordinated control • Commissioning, testing or temporary energisation not adequately planned or documented • Management of change not considering effects on existing isolation points or procedures • Insufficient pre-start risk assessment for non-routine or high-risk isolation activities	4A	[redacted]	2M

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9. Interface with Contractors, Visitors and Other PCBUs	• Contractors using their own tagging systems that are not aligned with site requirements • Confusion over who controls the primary isolation where multiple PCBUs share a workplace • Visitors or short-term workers unaware of meaning and legal significance of site tags • Contractors removing or altering tags without coordinating with the principal PCBU • Inconsistent communication of isolation status between different organisations and shifts • Failure to verify contractor competency in tagging and isolation prior to engagement	3H	[redacted]	2M
10. Human Factors, Behaviour and Fatigue Management	• Time pressure and production demands leading to bypassing or short-cutting tagging and isolation processes • Worker fatigue, distr[illegible] cognitive overload leading to [illegible]rors in applying or verifying tags • Over-reliance on s[illegible]ividuals for critical isolations, reducing cross-checking • Complacency or normali[illegible] of risk where no previous incidents have occurred • Misinterpretation of tag wording or symbols due to language or literacy barriers • Peer or supervisor pressure to remove tags early or commence work prior to full isolation	3H	[redacted]	2M
11. Emergency Preparedness, Fault Conditions and Tag Breach Response	• Lack of clear procedures for managing emergencies where plant must be energised or isolated rapidly	3H	[redacted]	2M

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	• Informal removal of tags during emergencies without proper documentation and subsequent review • No defined response to discovery of missing, damaged or falsified tags • Failure to communicate changes in isolation status during emergency response activities • Inadequate integration of isolation information into emergency plans and site diagrams • No mechanism to suspend or override normal tagging rules safely in life-saving situations		[redacted]	
12. Inspection Programs, Tag Audits and Continuous Improvement	• No structured inspection program to verify condition and correct use of tags and lock-out devices • Tagging and isolation non-conformances not systematically analysed for trends • Inspection findings not leading to timely corrective and preventive actions • Outdated inspection criteria that do not reflect current plant or operational risks • Failure to consult workers during review of effectiveness of the tagging and inspection regime • Lack of performance indicators for isolation and tagging system effectiveness		[redacted]	1L
13. Integration with Maintenance, Planning and Scheduling Systems	• Maintenance planners not incorporating isolation and tagging requirements into work orders • Unplanned breakdown work proceeding without structured isolation planning • Conflicting maintenance tasks scheduled on shared systems without coordinated isolations	3H	[redacted]	2M

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	• Failure to update maintenance plans after identification of new isolation hazards or controls • Poor communication of isolation requirements to external maintenance providers • Backlogs or deferred maintenance increasing reliance on temporary tags or work-arounds		[redacted]	
14. Design, Engineering Controls and Plant Modification	• Plant designed without inherent isolation points that are lockable and clearly identifiable • Retrofitted equipment creating complex or unsafe isolation configurations • Engineering changes implemented without re-assessing tagging and isolation requirements • Reliance on administrative controls where engineering solutions are reasonably practicable • Difficult-to-access isolation points increasing risk of informal or unsafe practices • Inadequate segregation or interlocking to prevent inadvertent energi[redacted] during maintenance	4A	[redacted]	2M
15. Communication, Consultation and WHS Culture	• Workers not aware of changes to tagging and isolation systems, forms or inspection requirements • Limited worker input into development of practical tagging arrangements leading to low buy-in • Safety messages about isolation overshadowed by productivity-driven communication • Information about previous isolation incidents or lessons learned not shared across the organisation • Inadequate signage and visual cues around plant about tagging requirements and prohibitions	3H	[redacted]	2M

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	• Cultural acceptance of informal practices such as shared locks or generic tags		[redacted]	

EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

LEGISLATIVE REFERENCES

RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES FOR ANY STATE THAT ARE NOT APPLICABLE

Queensland & Australian Capital Territory
Work Health and Safety Act 2011
Work Health and Safety Regulations 2011
Legislation QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws
Codes of Practice QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice
Legislation ACT: https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations
Codes of Practice ACT: https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice

New South Wales
Work Health and Safety Act 2011
Work Health and Safety Regulations 2025
Legislation NSW: https://www.safework.nsw.gov.au/legal-obligations/legislation
Codes of Practice NSW: https://www.safework.nsw.gov.au/resource-library/list-of-codes-of-practice

Northern Territory
Work Health and Safety (National Uniform Legislation) Act 2011
Work Health and Safety (National Uniform Legislation) Regulations 2011
Legislation NT: https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws
Codes of Practice NT: https://worksafe.nt.gov.au/forms-and-resources/codes-of-practice

South Australia
Work Health and Safety Act 2012 (SA)
Work Health and Safety Regulations 2012 (SA)
Legislation for SA: https://www.safework.sa.gov.au/resources/legislation
Codes of Practice for SA: https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs

Tasmania
Work Health and Safety Act 2012
Work Health and Safety (Transitional and Consequential Provisions) Act 2012
Work Health and Safety Regulations 2012
Work Health and Safety (Transitional) Regulations 2012
Legislation for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations
Codes of Practice for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice

Details of permits, licenses or access required by regulatory bodies (add or delete as required):

- Permits from local council
- Authorisation to commence work
- Any required documents.

Victoria
Occupational Health and Safety Act 2004
Occupational Health and Safety Regulations 2017
Legislation VIC: https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations
Codes of Practice VIC: https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice

Western Australia
Work Health and Safety Act 2020
Work Health and Safety Regulations 2022
Legislation Western Australia: https://www.commerce.wa.gov.au/worksafe/legislation
Codes of Practice WA: https://www.commerce.wa.gov.au/worksafe/codes-practice

Safe Work Australia Links
Law and Regulation (All States): https://www.safeworkaustralia.gov.au/law-and-regulation
Model Codes of Practice: https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice

Model Codes of Practice

- Managing noise and preventing hearing loss at work
- Confined spaces
- Labelling of workplace hazardous chemicals
- Managing risks of hazardous chemicals in the workplace
- Welding processes
- First aid in the workplace
- Managing the risk of falls at workplaces
- Hazardous manual tasks
- Managing the risk of falls in housing construction
- Managing electrical risks in the workplace
- Demolition work
- Excavation work
- Work health and safety consultation, cooperation and coordination
- Managing the work environment and facilities
- How to manage work health and safety risks
- Managing risks of plant in the workplace
- Construction work