

# **CONVOY**

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T R A N S P O R T

**CONVOY TRANSPORT PTY LTD**

**Occupational Health and Safety**



Amendment Plant Lock-out/Tag-out Policy Issue #: 1 Revision #: 0  
Record

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Reviewed by: Jason Haywood Approved by: Jason Haywood  
Managing Director Managing Director

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## Plant Lock-out/Tag-out Policy

### Objective:

To avoid hazards related to accidental start-up, movement of a machine part or the uncontrolled release of energy.

### Scope:

This procedure applies to all workers who, in the course of their duties, may be required to perform a LOTO procedure.

### Policy:

Convoy Transport Pty Ltd recognises its responsibility to provide and maintain a safe workplace, including the control of risks associated with accidental start-up, movement of a machine part or the uncontrolled release of an energy system.

Convoy Transport Pty Ltd will endeavour to prevent injury and eliminate hazards associated with a LOTO process by ensuring:

- A LOTO procedure is in place;
- LOTO equipment is available for use (e.g. safety tags, locks etc.);
- Adequate training, information, instruction and supervision of LOTO procedures is provided;
- All workers undertaking a LOTO procedure are licensed where required (e.g. electrical);
- safe work procedures e.g. SOPs for items of plant and equipment that need LOTO operations are developed and put in place.

### Definitions:

Lockout - A device is placed on, around, or through an energy-isolating mechanism to lock it in a safe position.

Tag out - The process by placing an energy-isolating device for an item of plant/equipment in the off position, and a written warning tag is attached. *A 'tag out' should be used only when the energy-isolating device is not capable of being locked out, e.g. A small item or power tool.*

Lockout-Tag out (LOTO) - A device is placed on, around, or through an energy-isolating mechanism to lock it in a safe position and attach a written warning tag. Locks and Tags must be substantial enough to prevent casual or accidental removal. Locks and tags must also identify the worker applying and be using the device.

Cause	E.g.	Cause	E.g.
Fluid	Water, steam, hydraulic fluid	Mechanical	Gears linkages, rings, flywheels
Gas	Pressurised gases, vacuum	Substance	Volatile substances, radiation
Pneumatic pressure	Compressed air	Electrical	Mains, generator



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## Plant Lock-out/Tag-out Procedure

### Responsibilities:

At Convoy Transport Pty Ltd the Organisation is responsible for ensuring that:

- A safe system in place for management of LOTO procedures;
- Standard Operating Procedures for shutdown-isolation-working under power LOTO for unit specific plant or equipment instructions. (*Document instructions for the LOTO of plant/equipment by engaging with HSR/workers who work with the relevant plant or equipment*).  
 These specific instructions must contain the following information:
  - Method and order of identifying, locating, isolating, and locking out or tagging out each energy source;
  - Process of verifying a zero-energy state, including testing of the energy state;
  - Method and order of reconnecting each energy source to the system;
  - Workers responsible for the LOTO operation hold current licenses and are fully trained and competent to undertake the task;
- Equipment not requiring licensing:
  - Workers are trained to safely operate the equipment by a person who is suitably competent/experienced in its operation;

- If an experienced person is not available, the worker's manager must ensure the manufacturer's operating instructions are available, read and understood by the worker before operation commences;
- A Safe Work Procedure shall be explained and demonstrated during training, including any risk assessment for the equipment;
- The workers must be able to demonstrate the safe operation of the equipment under supervision before being allowed to operate the equipment for LOTO purposes unsupervised.

Managers/Supervisors are responsible for ensuring:

- A copy of the following procedure is provided to all contractors working at Convoy Transport Pty Ltd before they undertake work;
- The LOTO Procedure is implemented when necessary and, that all workers are familiar with the procedure, and that the process is followed;
- A Safe Work Procedure is explained and demonstrated during training, including any risk assessment for the equipment;
- The workers can demonstrate the safe operation of the equipment under supervision before being allowed to operate the equipment for LOTO purposes unsupervised.

Workers are responsible for ensuring:

- Reasonable care for their health and safety;
- Reasonable care for the health and safety of others;
- They follow the LOTO procedure at all times.

### **Contractors:**

All contractors working at a Convoy Transport Pty Ltd workplace must comply with this procedure (exceptions agreed only in writing). Contractors are expected to provide all locks, tags, and other devices required for LOTO associated with their contract (exceptions in writing for of LOTO items unique to Convoy Transport Pty Ltd). No Contractor may participate in work on plant or equipment until they have obtained and applied the required devices.

### **LOTO Procedure:**

1. Acquire Isolation Permit to Work;
2. Notify all affected workers that a lockout is required and that it will be undertaken at a particular date and time;
3. Identify all energy sources and hazards by conducting a risk assessment. Review any written LOTO instructions if applicable;
4. If the equipment is in operation, shut it down by following the standard procedure (e.g. stop button);

5. Identify devices used to maintain the energy source (electrical, hydraulic, gas, other) and disconnect or isolated from the equipment;
6. Lockout energy isolating devices with an appropriate lock and tag;
7. Ensure work areas is clear before dissipating any stored energy (e.g. hydraulic systems, compressed air, steam or water pressure);
8. Ensure work areas is clear before testing plant or equipment is isolated;
9. Operate the start button or other operating controls (if applicable) to ensure the equipment will not operate and is in a zero-energy state;
10. Return operating/startup controls to off/neutral position after the test;
11. The equipment is now locked out and tagged;
12. Undertake the maintenance or servicing task.

**Restoring Equipment to Service Procedure:**

1. Notify all affected workers that the plant/equipment will be back in service and that it will be undertaken at a particular date and time;
2. Ensure work areas is clear before devices used to maintain the energy source (electrical, hydraulic, gas, other) are reconnected;
3. Remove all tools and parts;
4. Re-secure all guards;
5. Remove all locks and tags;
6. Restore energy to equipment;
7. Inform Supervisor/Manager/other staff that all isolation has been removed and equipment/plant has been returned to operational status.

Reference	Title and Description
Document #: OHSM300001	OHSMS Manual
Document #: OHSF300051	Isolation Permit to Work <i>(OHSMS Recording Forms)</i>
Document #: OHSF300052	LOTO Standard Operating Procedure Template <i>(OHSMS Recording Forms)</i>
Document #:	
Document #:	
Document #:	