Lock Out Tag Out (LOTO)

Water Ways
minimum requirements

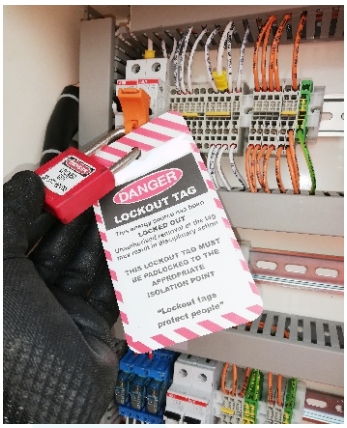
scope

This guide sets out our minimum operational requirements for Lock Out Tag Out (LOTO) and highlights key safety steps

The risk control plan (RCP) and operator manuals should also be referred to

qualifications, skills and training

Workers involved in the LOTO process must complete external training, have been assessed as competent and have the skills to do the assigned task safely



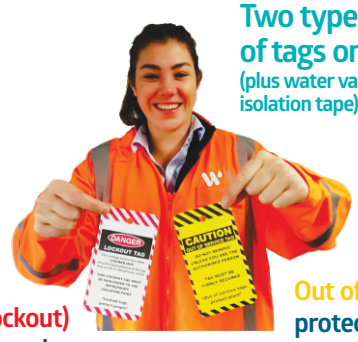
1 Identify

before maintaining or repairing plant and equipment first identify if any energies need to be isolated or released
... some equipment could have 3 or 4 energy sources
below are the 10 energy types to look out for

Energy Types

Mechanical | Electrical | Stored Energy | Hydraulic | Pneumatic | Gravity | Chemical | Radio Frequency | Thermal | Radiation

2 Two types of tags only (plus water valve isolation tape)



Danger (lockout)
protects people
and can only be removed
by the person who put it on

Out of service (caution)
protects faulty and damaged plant and equipment (not people)

- Isolation Tape can be used in water valve boxes when a valve is to be isolated out in the network

3 LOTO is not required if ...

- unplugging isolates the equipment and it can't be turned back on without the worker knowing
- it is the normal use of equipment eg changing a tool attached to an air hose

other exceptions are

- minor tool adjustments
- electrical fault testing
- conveyor belt centering with all guards in place

4 Lock Out Stations

should have

- both types of tags
- locks with keys
- multi-lock devices

5 Remember

- all energy sources must be controlled when doing repair and maintenance work
- danger (lockout) tags & locks protect people
- out of service (caution) tags protect faulty plant and damaged plant and equipment
- all danger tags and locks must be named and only that person can remove them
- where there is more than one isolation point an isolation permit is required

Wellington Water

see next page for more information ...

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Complete a risk assessment for the task(s)

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Follow the steps below

When applying isolation locks and tags where there is more than one isolation point an isolation permit must be completed

Each person involved in the task must attach their own tag and lock at each isolation point for the energy(s) being isolated or released

With the lock out(s) in place keep clear and test that the plant won't re-energise by trying to restart it

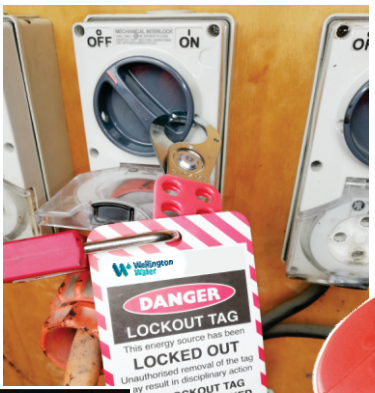
After completing the maintenance or repair work check that everyone is clear and the plant is safe to run

Remove your lock(s) and tag(s), making sure no other tags are in place and return them to the lock -out station

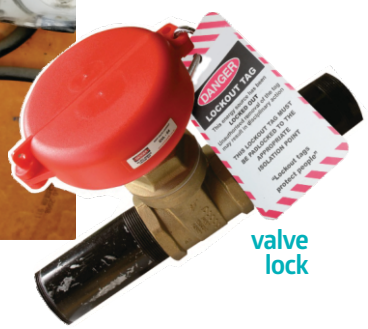
Keeping everyone clear re-start the plant checking that it is working safely

Isolation point examples

chain lock



switch isolators



valve lock

re-starting

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Additional controls

Continually monitor the risks and review and adjust the controls as needed for the duration of the work

- Know what to do in an emergency

Fixed plant and Equipment
Critical Risk

Lock · Tag · Clear · Test

scan or click for more info and video