SESLHD PROCEDURE COVER SHEET

NAME OF DOCUMENT	Work Health and Safety – Electrical Risks Management Procedure
TYPE OF DOCUMENT	Procedure
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RISK RATING	High
LEVEL OF EVIDENCE	National Standard 1 Electrical Equipment Register, Risk Assessments, Tagging of Equipment, Lockout log, Work Permit
REVIEW DATE	November 2019
FORMER REFERENCE(S)	SESLHNPD/92 Non-biomedical electrical equipment – risk assessment and tagging schedule
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KEY TERMS	Electrical equipment assessment /tagging/testing, Lockout, tag out.
SUMMARY	This procedure provides managers and workers with guidance on managing risks associated with electrical systems and equipment. This includes working on electrical systems, testing and tagging of equipment and lock/tag out principles

1. POLICY STATEMENT

Developed in line with Code of Practice - Managing Electrical Risks in the Workplace.

2. BACKGROUND

This procedure has been developed to meet the requirements of the Code of Practice - Managing Electrical Risks in the Workplace, and provides managers and workers with guidance on how to manage risks associated with electrical systems and equipment.

This procedure is broken down into 5 key areas –

3. DEFINTIONS

For a full list of definitions refer to WHS Dictionary.

Energy Sources: An energy source is a form of energy e.g. mechanical, chemical, electrical, hydraulic, radiation, thermal, gravitational, pneumatic, and kinetic energy systems that has the potential for uncontrolled or catastrophic release, which can damage property, injure or kill. The energy source must be rendered safe using 'isolation measures' to avoid injury and loss

Lock out: System used to isolate hazardous equipment and energy sources which are capable of serious and life-threatening injuries.

4. RESPONSIBILITIES

Workers will: comply with Work Health and Safety (WHS) and Injury Management (IM) procedures; including inspecting electrical equipment before use and reporting identified safety issues with electrical equipment.

Line Managers will: implement and comply with WHS and IM procedures, including removing equipment identified as potentially "electrically unsafe" from service for repair or replacement and appropriately tagging and registering that equipment for review/repair with Maintenance.

District Managers/ Service Managers will: assist Workers and Managers to implement the electrical safety requirements. Consult with other duty holders to ensure a plan is in place for management of electrical safety risks.

Chief Executive will: ensure WHS and IM procedures are in place to achieve our WHS policy objectives.

Medical staff will: comply with WHS and IM procedures; including inspecting and reporting identified safety issues with electrical equipment.

Other duty holders (such as contractors and other Persons Conducting a Business or Undertaking): will consult with SESLHD managers and workers regarding working on electrical systems and agree to implement statutory, agreed and SESLHD controls as outlined in this procedure.

For further detail, refer to:
SESLHDPR/212 Work Health and Safety - Risk Management Procedure
SESLHDPR/271 Work Health Safety - Statement of Commitment Procedure and Poster

4. PROCEDURE

4.1 Testing and tagging of equipment

Identify, register and assess
This procedure is for managing non-biomedical equipment. For biomedical equipment refer to SESLHDPR/622 Biomedical Equipment - Testing, Tagging and Labelling

Workers and contractors are required to visually inspect the cord and plug of electrical equipment prior to using it and during workplace inspections.

Workers must follow manufactures instructions and safe work procedures in the use of electrical equipment to ensure that the cord cannot be damaged during use or storage.

Where a worker identifies any evidence that the cord, plug or equipment itself are damaged they must remove the equipment form service immediately, Danger Tag it and report it to their manager or person in charge for further action.

The Manager of each department must:

- Identify and register all ‘non-clinical’ electrical equipment used in the workplace on the Electrical Equipment Register, Assessment and Testing Requirements form
- Determine the frequency and type of control required for all plug in type electrical equipment in a specific work area using the Plug In Electrical Equipment Inspection and Testing Assessment Matrix *(Table 1)*
- Implement mechanisms to ensure that the Electrical Equipment Register, Assessment and Testing Requirements form is kept current and made readily available to workers and others who may require access to the information.

Table 1		Environment the cord is exposed to:	
		Hostile – cord can suffer: Crushing, Pinching, Bending, Scraping Dragging, Heat, Chemicals, Water/ humidity	**Non Hostile** – cord not exposed to any - Crushing, Pinching, Bending, Scraping, Dragging, Heat, Chemicals, Water/ humidity
Cord or equipment	Cord flexed/equipment moved regularly	Test and Tag every 6 months Daily visual cord inspections and test of RCD by user.	Test and Tag every 12 months Monthly visual cord inspections and test safety devices if fitted. May require RCD.
	Cord never flexed/equipment never moved	Test and Tag every 12 months. Monthly visual cord inspections and test safety devices if fitted. May require RCD.	Test and Tag every 5 years. Monthly visual cord inspections and test safety devices if fitted. May require RCD.

Note: consult with the relevant Engineering department to confirm Residual Current Device (RCD) requirements.

4.1.1 Work Requests

The manager must submit a work request via Maximo (or equivalent work request system) to ensure each piece of equipment belonging to the department is appropriately electrically tested and tagged.

In the event an inspection or test for a piece of equipment results in a “fail” (evidence of damage to the cord or plug), the manager must remove or ensure the removal of the equipment from service and use a Danger Tag. The manager will submit a new work request for that item via Maximo or local maintenance request form and procedure.

4.1.2 Test and Tag

The manager of the department must ensure the person undertaking the inspection/testing tags the plug in equipment with details of:

- The date of inspection and testing
- The results of the inspection/testing undertaken
- The date due of next inspection/testing date.

4.1.3 New Equipment

Equipment that is brand new “out of the box” does not require testing prior to use, however the cord and plug must be visually inspected for damage before use and it must be added to the department’s electrical register and risk rated to determine its testing and tagging requirements. This equipment should be tagged with the date the first inspection is due

4.1.4 Monitor

The inspection and testing schedule must be monitored to ensure it is being followed. This can be completed by inspecting the equipment and register, completing the WHS Regular Workplace Inspection Checklist whilst conducting the inspection.

4.1.5 Review

The risk assessments must be reviewed at least annually or whenever the operating conditions change. The Electrical Equipment Register, Assessment and Testing Requirements form must be updated, as per the results of the risk assessment review.

4.1.6 Consultation

Managers must consult with workers when conducting equipment assessments in order to involve them in the decision making process.

4.1.7 Hiring/Leasing Equipment

When hiring or leasing equipment, the manager must ensure that the supplier has electrically inspected, tested and tagged the equipment prior to supplying it, as per the LHD Hire / Lease arrangements.

4.1.8 Contractors

If a contractor is carrying out work in the department, the manager must ensure the contractor has inspected, tested and tagged all plug in electrical equipment prior to bringing it on site.
Evidence of the electrical inspection and testing of the equipment must be provided by the contractor as part of the contractor engagement process.

4.1.9 Maintenance Department

The maintenance department must nominate competent/qualified person(s) or contractors to undertake the electrical inspection and testing of equipment risk assessed by departmental managers as requiring testing and tagging.

The person conducting the testing must also ensure:

- That the electrical equipment is inspected and tested in accordance with the methods described in the Standard AS/NZS 3760;
- That work requests made by workplace managers for electrical inspection and testing of their equipment are actioned in a timely manner;
- That appropriate records are kept of the electrical inspection and testing conducted in accordance with this procedure.

4.2 Residual Current Devices (RCDs)

An RCD is an electrical safety device designed to protect against the risks of electrocution and fire caused by electrical earth faults. While RCDs significantly reduce the risk of electric shock they do not provide protection in all circumstances.

For example, an RCD will not trigger if a person contacts both active and neutral conductors while handling faulty plugs or electrical equipment. The electricity must flow through the person's body, to earth before the RCD can trigger.

RCDs are particularly beneficial where electrical cords, item of equipment or operator are exposed to water and where there is a risk of the cord or plug being damaged.

4.2.1. Determining when RCDs are required

Department managers are to assess equipment against the following criteria to determine if any plug in electrical equipment may require an RCD.

1. Is the equipment used in or the cord exposed to **Hostile Environment** outlined in *Table 1*, that is likely to result in damage to the equipment or a reduction in its expected life span, including conditions that involve exposure to moisture, heat, vibration, mechanical damage, corrosive chemicals or dust?
2. Is the equipment or the cord frequently moved during its use or moved between different locations in circumstances where damage to the equipment or to a flexible electricity supply cord is reasonably likely?

Common examples of electrical equipment requiring an RCD include:

- Plug in hand-held drills, saws and hair dryers
- Electrical equipment that is moved while in operation, including floor polishers, vacuum cleaners and extension cords
- Electrical equipment moved between jobs that could result in damage to the equipment, such as electric welders, electric cement mixers and extension cords.

4.2.2. Access to RCDs

Where equipment is identified as possibly needing an RCD the manager will contact the maintenance department.

The maintenance department will assist the manager by:

- Determining if the equipment is either a “direct current device” or “under 50volts alternate current” (therefore not requiring RCD).
- Outlining options available to the manager for RCDs such as changing the plug on the device, using portable RCDs or current fixed RCDs already fitted in the workplace.

4.2.3. Testing of portable RCD’s

Workers using portable RCDs or equipment fitted with RCDs are required to be training in the correct procedure for testing the RCD. This process is to be included as part of the Safe Work Procedure for the task/activity.

4.2.4. Training requirements for using portable RCDs

Training requirements are outlined in **Table 2**. Once trained, workers using equipment with RCD’s must conduct a daily test to ensure the RCD is working correctly and report any faults to their manager immediately. A visual inspection of electrical cords is also to be conducted before use or reuse of the cord to identify any possible damage.

Table 2

RCD Type	SWP Type	Training	Training Records
Portable RCD	SWP developed for the RCD unit. Consult with supplier and manufacturer information	Training to include - How to test RCD What expected results should/should not be Reporting and actions if problems identified	Recorded for individual staff members F129 - Department Training Register or equivalent
Equipment Fitted with RCD	SWP developed for the equipment which includes testing of RCD unit. Consult with supplier or person fitting RCD	Training provided in SWP that includes – Testing of RCD What expected test results should/should not be Safe use of equipment Reporting and actions if problems identified	

4.3 Caution and Danger tags

Use of Caution and Danger Tags along with lockout (isolation) devices are part of the risk management system for managing some specific risks.
A Danger Tag is **not** in itself an effective isolation/injury prevention device. A Danger Tag acts only as a means of providing information to others at the workplace. 'Tagged' plant must be isolated by a lock and where possible removed from service to ensure it will not pose a risk to other potential users including the general public.

Generally there are four safety tags used within our organisation.
A guideline to specific uses of safety tags is shown in *Appendix 1 - Safety Tag Quick Reference Guide.*

Out of Service – is meant for general information about equipment that is out of order however does not pose a threat of injury to others i.e. – blocked toilet.

Caution – usually yellow with the word "Caution" and are designed for equipment that is not working that does not pose a safety risk to others i.e. – faulty display on a work mobile phone.

Danger – usually red with the word "Danger" and are designed for equipment that is not working however poses a safety risk to others i.e. – faulty power cable or extension lead, broken mechanism, faulty switch, broken part or not working.

This equipment should also be isolated so it can't be used; this may mean simply locking this in the manager's officer so worker and public can't access this.

SESLHD danger tags can be fitted by any SESLHD worker. Once fitted the the item it is fitted to must be removed from service and placed so that the danger tag is the first thing another worker will see.

Once applied SESLHD danger tags can only be removed by a SESLHD maintenance worker or an approved Original Equipment Manufacturers qualified service technician.

Danger (Trade tag) – used by SESLHD maintenance worker, contractor or Original Equipment Manufacturers qualified service technician identify equipment they have assessed as non-serviceable and are arranging repair/replacement.
Once applied Trade Danger Tags can only be removed by the technician who affixed the tag or by contractor or Original Equipment Manufacturers qualified service technician who are licensed to carry out work on the equipment.

4.4 Lockout / Tagout principles

Lock outs or isolation principles are designed to either isolate or prevent the use of specific equipment or systems. This may be because the equipment is not working correctly and poses a danger to others, because public access to this equipment may pose a danger or a worker is conducting work on the equipment and could be injured if the equipment is not isolated.
Appendix 2 - Lockout Checklist is provided to assist with the implementation of lock out procedures.

All energy sources to a piece of plant shall be isolated prior to any work commencing. If it is necessary to work on equipment with sources of energy active, a Safe Work Method shall be documented. Test equipment shall be checked before and after 'testing for dead' to ensure they are functioning correctly.

High voltage isolation shall be performed in accordance with the relevant procedures for Work on High Voltage Equipment and Systems *(refer to Section 4.5).*
All persons required to work on the isolated system shall apply a Personal Danger Tag and Personal Lockout Padlock, and confirm that the isolation is in place.
The use of Multiple Lockout Hasp shall be considered by the first person to apply a Lockout Lock.

4.4.1. Isolation Basic Steps

- Obtain permission to work on /isolate the plant from the owner, from those who will be affected by the isolation and the site engineer
- Clearly identify isolation points
- Check that isolation will be effective by testing
- Isolate equipment – if needed use a Lockout Device
- Place a Personal Lockout Padlock and Personal Danger Tag on the isolation device
- Prove the isolation by testing – verify that isolation is effective

4.4.2. De-Isolation Basic Steps

- Ensure all personnel are clear and cannot be injured
- Ensure all equipment is clear and cannot cause injury or damage
- Remove isolation devices
- Restore energy – (turn on)
- Test run as needed

4.4.3. Stored Mechanical Energy

Before any work is commenced on, or entry is made to equipment under pressure or vacuum, the pressure shall be returned to atmospheric level.

In pneumatic and hydraulic drives the power supply shall be isolated, pressure vented, vent lines and drain valves isolated, and any lines or valves which may leak and pose a hazard shall be replaced, or leaking shall be prevented by other means.

Exhaust, let down or drain valves shall be locked and tagged in the 'open' position.

Any moving parts which could cause injury through free movement, or could fall, even though disconnected from sources of motive power, shall be physically restrained and tagged. Blocks, wedges or similar shall be used as needed

Hazardous material - i.e. chemicals – shall be removed from any system prior to commencing any work on it.

4.4.4. Isolation Lockouts

Personal Lockout Locks

- Personal Lockout Padlocks and Trade Danger Tags shall be used for personal protection when working on isolated equipment. Personal Lockout Padlock shall be Red in colour (or other colour approved by SESLHD).
- See sample at *Appendix 1 - Safety Tag Quick Reference Guide*
- Personal Lockout Padlocks shall not have duplicate or spare keys.
- Personal Lockout Locks shall be attached so that the isolation point cannot be inadvertently energised.
- Trade Danger Tags shall have the users name and Department / Company details written on it, and / or a photo to identify the user.
- The tag shall be located with and attached to the lock devise it explains.

Removal of Personal Lock and Trade Danger Tags

Personal Lockout Padlocks and Personal Danger Tags shall only be removed by the person who placed them or by their supervisor in an emergency when attempts to contact the person have failed.

Group Isolation/ Lockout

- Where a number of workers are working on isolated equipment, or where a number of different isolation points are to be locked, Group Isolation shall be used.

- With Group Isolation all energy sources are locked and tagged out by an authorised tagger/person or supervisor.
- Key(s) are placed in a Group Lock Box.
- Supervisor and all workers on the job place Personal Lockout Padlock and Personal Danger Tag on the Group Lock Box prior to commencing work, preventing access to keys.
- Only when all locks are removed can main energy sources then be activated.
- Supervisor shall be the last to remove lock on Group Lock Box.
- A Supervisors Group Isolation Padlock should be a different colour to that of Personal Locks.
- Where needed – if there are many isolation points – the isolation points shall be listed and list kept with Group Lock Box.

4.4.5. Information Tags

- Information Tags shall be used to pass on information about equipment conditions.
- Equipment displaying an information tag shall be operated / used, only once the information has been read and understood.
- Information Tags shall only be removed by personnel familiar with the operation of the equipment, when the information is no longer relevant.
- Information Tags shall not be used as substitute for Danger Tags.

4.4.6. Provision for Emergencies

- Whenever work is undertaken on plant in SESLHD which requires the plant to be locked out of service emergency provision must be established before the work commences.
- An assessment of the potentials for injury, property damage or disruption to SESLHD clinical services must be made.
- Where it is identified that there is a potential for personal injury, equipment damage or clinical service disruption in the event of possible uncontrolled occurrences, a plan must be developed to prevent escalation and return to operations as quickly as possible.
- A generic emergency plan should be established at each site to ensure that emergency drills can be undertaken to evaluate the effectiveness of plant associated emergency risk mitigation strategies.
- Individual plant works may use the generic emergency plan based on *Appendix 4 - Emergency Plan / Lockout Override Protocol* or develop a specific emergency plan as required.

4.4.7. Training

- All trade workers shall receive training in the isolation and lockout procedures for each area of work undertaken by them in SESLHD.
- All contractors who engage in the repair and maintenance of hazardous equipment or energy systems must be trained in lockout procedures and briefed on the SESLHD lockout procedure.

4.4.8. Lockout Device Log

Where lockout devices and keys are issued, a register of these must be kept by the maintenance supervisor. The register must contain: the number of the device; who the device belongs to; contact number of the person; and estimated completion time.
Refer to *Appendix 3 - Lockout Device Issue Log*

4.4.9. Access to Lock out equipment

Workers who require access to Locked Out plant are to consult with their Sector Engineer regarding access to this equipment. The Sector Engineer has the ultimate discretion as to whom and for what purpose access to Locked Out plant will be afforded.

4.5 Working on Energised Electrical Systems

Energised electrical work is electrical work carried out in circumstances where the part of electrical equipment being worked on is connected to electricity or is 'energised'.

Electrical work must not be carried out on electrical equipment while energised merely out of convenience this work requires specific exceptions as outlined below:

- it is necessary in the interests of health and safety that the electrical work is carried out while the equipment is energised (e.g. it may be necessary for life-saving equipment to remain energised and operating while electrical work is carried out on the equipment), or
- it is necessary that the electrical equipment to be worked on is energised in order for the work to be carried out properly, or
- it is necessary to identify through testing if equipment is currently energised, or
- there is no reasonable alternative means of carrying out the work.

In circumstances where specific exceptions exist the Sector Engineer and WHS Manager are to be notified prior to the work occurring. They will arrange in consultation with workers and other PCBUs that:

- A risk assessment has be conducted by a competent person in relation to the proposed work
- The risk assessment is to include a range of control measures to be implemented to assist with reducing the risk to workers safety
- The area where the electrical work is to be carried out is clear of obstructions so as to allow for easy access and exit
- The point at which the electrical equipment can be disconnected or isolated from its electricity supply is:
    - clearly marked or labelled, and
    - cleared of obstructions so as to allow for easy access and exit by the worker who is to carry out the electrical work or any other competent person, and
    - capable of being operated quickly;
- Emergency and First Aid plans and provisions are in place and have been confirmed and agreed to by all involved in the work being conducted.

Note: marking requirements at the point of supply does not apply to the supply side of the main switch, or where reasonably accessible is not available to the location.

Every item of electrical supply under SESLHD control shall be locked and clearly labelled from the switchboard and at all other points where it is reasonably accessible.

5. DOCUMENTATION

- Danger, Caution and Out of Order Tag
- F128 - Electrical Equipment Register, Assessment and Testing Requirements
- F127 - WHS Regular Workplace Inspection Checklist
- F129 - Department Training Register
- *Appendix 1 - Safety Tag Quick Reference Guide*
- *Appendix 2 - Lockout Checklist*
- *Appendix 3 - Lockout Device Issue Log*
- *Appendix 4 - Emergency Plan / Lockout Override Protocol*

6. AUDIT

This procedure will be audited through the WHS & IM Profile every two years.

7. REFERENCES

External

- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2017
- Managing Electrical Risks in the Workplace Code of Practice
- AS/NZS 3760 - In-service safety inspection and testing of electrical equipment
- AS1319 - Safety signs for the occupational environment
- AS 4024.1 - Safeguarding of machinery Part 1, General Principles
- AS/NZS 4836 - Safe working on or near low-voltage electrical installations and equipment

Ministry of Health

- PD2013 050 - NSW Health Workplace Health and Safety: Policy and Better Practice Guide

Internal

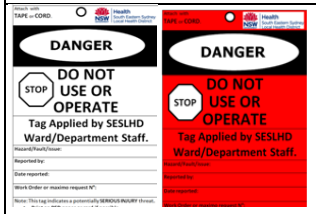
- SESLHDPR/212 Work Health and Safety - Risk Management Procedure

- SESLHDPR/271 Work Health Safety - Statement of Commitment Procedure and Poster
- SESLHDPR/622 Biomedical Equipment - Testing, Tagging and Labelling
- WHS Dictionary
- F126 - WHS Record Keeping Matrix
- F128 - Electrical Equipment Register, Assessment and Testing Requirements
- Maximo

8. REVISION AND APPROVAL HISTORY

Date	Revision No.	Author and Approval
Feb 2010	1	Dieter Schultejohann OHS Coordinator, Workforce Safety and Injury Management Service in Consultation with Tony Grainger Chief Engineer SESLHD and Sector Maintenance Managers. Policy name change to Electrical Equipment Assessment for Test and Tagging Schedule. Approved by Gerard Rooney, Director, Workforce Development
Aug 2010	2	Name changed to Non-biomedical electrical equipment – risk assessment and tagging schedule as per request from Peggy Oppel
Mar 2011	3	Troy Williams, OHS Officer, Area Workforce Safety & Injury Management Service. Amended to reflect change to Local Health Sector.
Apr 2013	4	Peter Kuszelyk, WHS Officer, Health Safety and Wellbeing. Amended to reflect changes to legislation and code of practice.
Aug 2017	5	Desktop Revision and Links Update - John Parkinson, WHS Consultant
Nov 2017	5	Updates endorsed by Executive Sponsor

Appendix 1 - Safety Tag Quick Reference Guide

Tag or lock	Used by	Used to identify	Removed by	Worker Actions	Manager Actions
	All worker and Managers	Item/equipment - • Not working • No injury Potential i.e. – vending machine	Repairer	Worker can affix this label. Worker must report the problem to their manager so that repairs/maintenance can be organised.	Have tags printed and available in the workplace for worker to use. Report all items worker notify as having a “out of order” attached to maintenance for repair.
	All worker and managers.	Equipment not working or in need of repair – no injury potential. Do not remove this tag. Do not use equipment that has this tag attached to it	SESLHD Maintenance worker only.	Worker can affix this label. Worker must report the problem to their manager so that repairs/maintenance can be organised. Do not remove this tag or use the equipment.	Have tags printed and available in the workplace for worker to use. Report all items worker notify as having a “Caution Tag” attached to maintenance for repair.
	All worker and managers.	Equipment not working or in need of repair – Has injury potential if used. Do not remove this tag. Do not use equipment that has this tag attached to it	SESLHD Maintenance worker only.	Worker can affix this label and must: • Remove equipment from service • Report it to their manager immediately. • Do not remove this tag or use the equipment.	Have tags printed on red paper (if possible) and available in the workplace for worker to use. Report all items worker report as having a “Danger Tag” attached to them immediately to maintenance for repair if they have not already been notified. Confirm the item has been removed from service. Warn worker of the equipment (across all shifts) – ensure all worker understands that the equipment must not be used or handled.
	Licensed repairer or trades /maintenance personnel only.	Equipment that SESLHD maintenance worker or contractors - are working on or have identified as dangerous. Do not remove this tag. Do not use equipment that has this tag attached to it	This tag only removed by: • a qualified Trade’s person • Technician/Licensed repairer • SESLHD Maintenance worker Once equipment is checked and cleared for safe use.	Do not remove this tag or use the equipment. This tag is removed when the item is safe and cleared for use by the person who attached the tag.	
	Trades person only.	Equipment or area is dangerous, do not use or enter. Never attempt to interfere with or remove the lock.	SESLHD Maintenance worker or licensed repairer only.	Affixed by SESLHD maintenance worker or contractors. Lock is removed when work is completed and item/area is declared safe, cleared for use.	Warn worker of the equipment (across all shifts) – ensure all worker understand that the equipment or area must remain untouched.

Appendix 2 - Lockout Checklist

DEVICE :	LOCATION:	DATE :
STEP	**TASK**	**Done**
1	The procedure for operation of equipment to help identify the correct shut down procedures and isolation equipment required has been reviewed.	
2	Permits for the required work have been completed and signed by the relevant SESLHD personnel.	
3	Inform all affected departments and all other workers working in or entering the work area, that lock out is to be performed. Instruct these workers that they must not attempt to start equipment that has been locked/tagged out, and that locks/tags must not be bypassed or removed.	
4	Emergency override protocol has been developed which includes: • A 24 hour contact number/method for the lock owner/s is in place. • All emergency numbers required for the site are given to the lock owner/s. • Emergency equipment is in place for the locked item. • A first aid kit or supplies equivalent to the potential injury risk of the locked equipment is identified –see First Aid Risk Assessment • A backup/return to operations plan for the equipment in question is developed.	
5	Shutdown the equipment/process/system following the operating procedures	
6	Apply the necessary energy/isolating device(s) for the equipment/process/system. Affix lockout / tag out devices as necessary.	
7	Discharge all stored or residual energy and take appropriate measures to ensure the energy will not re-accumulate. Affix lockout / tag out devices as necessary and complete Lockout device log.	
8	Verify and test that all sources of energy have been isolated and stored energy is discharged.	
9	Activate equipment or system controls to ensure that the equipment or system will not operate, and then deactivate the controls.	
10	Perform the servicing or maintenance.	
11	Replace all guards and safety devices. Remove all tools and equipment from the work site. Assure that all personnel are clear of the equipment.	
12	Notify all affected personnel that the system will be reactivated.	
13	Lockout / tag out devices are removed by the authorized worker(s) who installed the devices.	
14	A full functional test of the plant has been completed indicating the plant is safe for service.	

I verify that work on this equipment/process/system is now complete and that all isolations have been removed.

SUPERVISOR (Name) : _____ (Signature) : _____

LOCKOUT/TAG OUT DEVICE REMOVAL BY SUPERVISOR

If it becomes necessary to remove a Lock Out device of an worker/contractor who is unavailable on site, the site maintenance supervisor **must ensure** all of the following -

- The worker who applied the lock is not available at the workplace and not working in or on the plant;
- All reasonable efforts to contact the authorized worker to inform him or her that his/her lock device have been removed are made.
- The worker is made aware that his or her lock was removed before he or she resumes work at that worksite.

GROUP LOCKOUT

When a lockout job involves numerous lockout devices the supervisor must keep a record of all lock owners and their contact details using form lock out device issue log.

CONTRACTORS must comply with the SESLHD Facilities lock out procedures.

Appendix 3 - Lockout Device Issue Log

LOCKOUT DEVICE ISSUE LOG

PLEASE PRINT ALL DETAILS CLEARLY

*Facility:*_____

Key N0. Device Type	NAME	Company/SESLHD DEPARTMENT	CONTACT #	SIGNATURE Keys Received by	Date Issued	Est. Return	Key Returned

Appendix 4 - Emergency Plan / Lockout Override Protocol

Emergency Plan/ Lockout Override Protocol						
Department:	**Location:**		**Date:**			
Equipment/Machine/Process:			**Job Description:**			
ENERGY SOURCE/TYPE						
Step	**Type**	**Magnitude**	**Identity (System)**	**Part(s) of Hospital Systems affected**	**Describe where the LOCK is applied**	**Isolated** ☑
						☐
						☐
						☐
						☐
						☐
A 24 hour contact number/method for the lock owner/s is in place.				Site emergency contact Nº's		
Name		Contact Nº	Alternate contact method	DON		
				Security		
				Fire officer		
				Engineer		
Emergency equipment and first aid in place. First Aid Risk Assessment attached ☐						
A backup/return to operations plan for the equipment in question is:						