**8.1.1 ISOLATION (LOCK-OUT TAG OUT)**

# 1. PURPOSE

Whilst working on machinery or electrical appliances, there is a possibility that energy could be released at any time. To eliminate any potential events that may occur as a result of this, the circuit where the energy source derives from needs to be broken.

# 2. SCOPE

This standard applies to all employees and contractors of Titan Drilling.

**3. RESPONSIBILITY**

3.1 Managers, supervisors, mechanics and drillers have the responsibility for ensuring that before any work is carried out, the area is made safe and the equipment is locked out. A lock and tag is issued to each of the above.

3.2 On the various equipment and machinery, a calliper is available making it mandatory for each person working on the equipment to place their lock. The Manager or Supervisor responsible in that area shall ensure that their personal lock and tag is included on the isolation calliper.

3.3 In the event that the machinery or equipment requiring maintenance is not in operation, every person in the vicinity has the responsibility of ensuring that it is in a safe state and notify the manager or supervisor who will arrange for it to be tagged and locked-out.

3.4 Where it is necessary to work on live equipment for the purposes of commissioning or testing such work shall be carried out only after confirmation, from the responsible manager or supervisor, of the effectiveness of controls put in place associated with the live work area.

# 4. PROCEDURE

4.1 Isolation Process

a) The person performing the lock-out is to ensure that there is calliper available;

b) The isolation point on the equipment is identified;

c) Isolate the equipment;

d) The person(s) working on the equipment are to fit their personal locks with their tags onto the calliper fitted to the isolation point;

e) The person isolating is to then check that the energy source has been isolated;

f) Work may then be carried out on the equipment or if no work to be carried out then it may be left as is;

g) Once work has been completed, the isolator removes his personal lock and tag from the isolation point with the last person, being the manager or supervisor, removing their lock and tag as well as the calliper;

h) The energy source may now be re-energised

4.2 Removal of Locks and Tags

4.2.1 On completion of the work, the removal of each personal lock and tag shall be undertaken by each individual person whose name is written on the tag.

4.2.2 Where a situation requires an isolation device to remain in place and the plant/equipment in an inoperative state, the locks and tags are to be removed and replaced with an Out of Service tag.  The Out of Service tags should replace the locks and danger tags at each isolating point and as well at a prominent location on the item of plant/equipment.

4.2.3 Where an employee has failed to remove a tag, the relevant manager shall request that the person return and remove their isolation device in question.

4.2.4 Where failure to contact the owner of the lock and tag has occurred, permission must be obtained from the relevant Manager in the area prior to removal. The Supervisor in collaboration with the Safety Officer shall conduct the removal of the tag and lock as well as complete a report and document the removal process:

1. Document who the owner of the tag and type of accompanying lockout device/s which were used,
2. Identify and document the method of isolation, necessary to gain an understanding and reason for the isolation practice,
3. Assess all the hazards that may result by the removal of the isolation device to reactivate the machinery/equipment or installation,
4. Re-energize the machinery/equipment or installation according to any relevant procedure,

# 5. IMPLEMENTATION

This procedure is in effect immediately on date of issue