# Purpose

The purpose of this standard is to provide a Wannon Water framework and guidance for the management and use of our Lockout Tagout (LOTO) system to minimise and control potential risks to human health, the environment, the community, and our drinking water due to unexpected startup, activation or release of stored energy as far as reasonably practicable, and to ensure compliance with legislative obligations.

We have a variety of assets, plant and equipment that can be hazardous if they aren’t isolated and locked/tagged out when they are being worked on or are faulty/damaged, which may impact our Strategic Direction and **Zero Harm** aspirations.

# Scope

This standard applies to:

* Any employee or contractor engaged in the below activities:
  + Any work on our assets which requires isolation of an energy source or when working on chemical and process lines (e.g., installation, inspection, maintenance, repair, servicing, cleaning, decommissioning)
  + Any work on our plant and equipment where there is a risk of unexpected startup.

**Out of scope:**

* When a principal contractor has been granted formal possession of a site whilst carrying out contracted work, it’s their responsibility to comply with the relevant lockout tagout regulations and consult with our Engaging Officer to determine if their activities pose a risk to us.

# Standard requirements

| **Standards** | **Responsibility[[1]](#footnote-2)** | **Accountability[[2]](#footnote-3)** |
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| Assets, plant, and equipment purchased, installed, and used must be as per the **Plant and Equipment Standard** with consideration of how they’ll be locked & tagged out (e.g., purchase of lockable valves). | **Executive People & Resilience**  All BMs | GM People & Business Services |
| Planning a task (e.g., maintenance, repair, servicing, cleaning) must identify all current and potential energy sources and their respective isolation points via completing a **Task Risk Assessment (JSA)** or equivalent system[[3]](#footnote-4). | **Executive People & Resilience**  BM Operations  BM Maintenance  BM Asset Creation | GM People & Business Services |
| A method of isolating each energy source must be confirmed prior to applying LOTO (e.g., for compressed air – isolate the air supply, vent, and disconnect the line) as per the **Lockout Tagout Procedure**.  **Note:** Guidance on methods of isolation must be documented and accessible. | **Executive People & Resilience**  BM Operations  BM Maintenance  BM Asset Creation | GM People & Business Services |
| Where hazardous energy is present, LOTO must be applied **before**:   * Removing or opening a fixed guard * Disabling any safeguard * Doing any disassembly (e.g., disconnecting a pipe) * Accessing an area where stored energy may be present | **Executive People & Resilience**  BM Operations  BM Maintenance  BM Asset Creation | GM People & Business Services |
| All isolation points must be clearly identified and labelled to indicate their form and function (e.g., lockout point for Pump 3A). | **Executive People & Resilience**  BM Operations  BM Maintenance  BM Asset Creation | GM People & Business Services |
| Equipment must be available to all employees required to perform LOTO to allow isolation of all energy sources as per the **Lockout Tagout Procedure** (e.g., locks, hasps, personal/danger tags). | **Executive People & Resilience**  BM Operations  BM Maintenance | GM People & Business Services |
| All personnel performing isolations/working on isolated assets, plant and equipment must apply their own individual LOTO. | **Executive People & Resilience**  BM Operations  BM Maintenance | GM People & Business Services |
| All locks used must be uniquely keyed. Master keys must be stored to control access to them. | **Executive People & Resilience**  BM Operations  BM Maintenance  BM Asset Creation | GM People & Business Services |
| Isolations must be tested and verified before any work is conducted (e.g., for compressed air – verify that no air pressure is in the air receivers). | **Executive People & Resilience**  BM Operations  BM Maintenance  BM Asset Creation | GM People & Business Services |
| Only once the energy source has been verified then work can then be conducted as per the **Task Risk Assessment (JSA)** or equivalent system3. | **Executive People & Resilience**  BM Operations  BM Maintenance  BM Asset Creation | GM People & Business Services |
| All locks and tags must be removed after completion of the task. A method of handback and return to normal operation must be confirmed which includes:   * Notifying the affected persons * Replacement of guards * All parts re-assembled * Plant/equipment re-energised * Plant/equipment checked and tested | **Executive People & Resilience**  BM Operations  BM Maintenance  BM Asset Creation | GM People & Business Services |
| Out of service equipment or incomplete activities involving isolation must be managed as per the **Lockout Tagout Procedure** - (e.g., job not complete). The process must be followed when locks are not being used (e.g., someone is not working on the item of plant or equipment and they do not want someone else to use it – e.g., faulty grinder). | **Executive People & Resilience**  BM Operations  BM Maintenance  BM Asset Creation | GM People & Business Services |
| Long term and complex/multiple isolations must be managed as per the **Lockout Tagout Procedure**. | **Executive People & Resilience**  BM Operations  BM Maintenance  BM Asset Creation | GM People & Business Services |
| Only those authorised can remove LOTO locks  and tags on behalf of another employee in  specific situations as per the **Lockout Tagout Procedure.** | **Executive People & Resilience**  BM Operations  BM Maintenance  BM Asset Creation | GM People & Business Services |
| A system must be used to control starting of plant and equipment when testing processes are required (e.g., when a belt needs tracking prior to putting guards back on). | **Executive People & Resilience**  BM Operations  BM Maintenance  BM Asset Creation | GM People & Business Services |
| Software interlocks (SCADA) must not be used for isolation. | **Executive People & Resilience**  BM Operations  BM Maintenance  BM Asset Creation | GM People & Business Services |
| A system must be in place to notify affected persons when LOTO has been applied. | **Executive People & Resilience**  BM Operations  BM Maintenance  BM Asset Creation | GM People & Business Services |
| All maintenance and any faulty or damaged plant and equipment must be managed in accordance with the **Lockout Tagout Procedure**. | **Executive People & Resilience**  BM Operations  BM Maintenance  BM Asset Creation | GM People & Business Services |
| Raise a **Hazard Report** for faulty or damaged plant and equipment. | **Executive People & Resilience**  BM Operations  BM Maintenance  BM Asset Creation | GM People & Business Services |
| Raise an **Incident Report** for any event involving equipment/energy sources. | **Executive People & Resilience**  BM Operations  BM Maintenance  BM Asset Creation | GM People & Business Services |

# Training, Competency & Awareness

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| **Standards** | **Responsibility** | **Accountability** |
| All managers with Responsibilities & Accountabilities within this document must be made aware of this standard. | **Executive People & Resilience** | GM People & Business Services |
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# Monitoring

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| **Standards** | **Responsibility** | **Accountability** |
| Compliance with and effectiveness of this standard must be verified as effective at least every 4 years by including periodic audits in the **Audit Program** | **Executive People & Resilience** | GM People & Business Services |
| All records required by this standard must be maintained in our records management systems – (e.g., Maximo, conquest, CM, riskware, etc.) | **Information Services Manager**  System Administrators | Chief Information Officer |

# Definitions

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| Term | **Means** |
| BM | Branch Manager |
| CM | Content Manager |
| Complex Isolation | Any isolation with more than one isolation point. |
| Contractor | A person or company engaged to provide materials or work (construction, maintenance, service, supply, or operation) on a particular project or activity. This includes:   * Consultant - A person or company that provides professional expert advice. * Supplier   Labour Hire Company Performs outsourced work on a temporary basis, under the direction and control of Wannon Water. |
| Energy Sources | Energy sources can be defined as/or derived from (for example):   * Electrical * Chemical * Hydraulics * Compressed Air * Gases * Water * Mechanical & Stored Energy * Steam, Heat or Condensate   Solar or Wind Energy |
| Engaging Officer | Employee who has engaged the contractor to provide goods or services and is responsible for the contractor regardless of work location. |
| GM | General Manager |
| Hasp | LOTO equipment used to hold multiple padlocks. |
| Hazardous Energy | Energy stored in a system that, if released, can cause harm, injury, or damage (e.g., electrical, mechanical, etc.) |
| Isolation Point | A specific spot on an asset, plant and/or equipment where it can be turned off, locked, or blocked to prevent any hazardous energy release during an activity (e.g., maintenance, repairs, etc.) |
| LOTO | Lockout Tagout |

# Governance

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| **Parent policy/standard** | Zero Harm Policy |
| Associated procedures/standards | * Lockout Tagout Procedure * Plant and Equipment Standard * Task Risk Assessment (JSA) Procedure and eFORM |
| **Legislation mandating compliance** | * Victorian Occupational Health & Safety Act 2004 * Victorian Occupational Health & Regulations 2017 * WorkSafe Compliance Code - Plant Edition 2, Dec 2019: Isolating procedures - "Lock out / tag out" * AS/NZS 4836:2011 – Safe Working on or near lower voltage electrical installations and equipment |
| **Approval** | Executive Committee |
| **Owner** | GM People & Business Services |
| **Content enquiries** | Safety Field Officer |

# Document version history

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| --- | --- |
| Version | Changes made to document |
| 1 | New document created as part of the new IMS Standard Framework |
| 2 | Following changes/updates have been made:   * Updated **Purpose, Scope, Training and Monitoring** wording to align with other standards. * Reworded ‘Assets and equipment purchased and installed must comply…e.g., purchase of lockable valves. * Reworded ‘When planning a task…or equivalent system’. * Added definitions for BM, CM, Complex Isolation, Contractor, Engaging Officer, GM, Hasp, Hazardous Energy, and Isolation Point. * Updates to those responsible to now reflect Branch Managers and above like other standards. * Minor administrative changes to reflect Brand Voice & ‘must’ statements. |

1. The nominated person who is responsible for ensuring there is the system in place to meet a requirement (title in bold) or delivering a task to an acceptable level of performance. [↑](#footnote-ref-2)
2. The Executive are collectively accountable for the standard. The individual GM is the nominated person who will approve any capital/operating expense requests (within the Instrument of Delegation) and any material changes to current WW work practices to meet requirements of the standard. [↑](#footnote-ref-3)
3. For contractors, an equivalent system (e.g., Safe Work Procedure, JSA, SWMS, Work Permit) must be of equivalent or higher standard. [↑](#footnote-ref-4)