1.   Purpose

The purpose of this procedure is to describe how to plan, authorise and manage an Isolation Permit.

2.   Scope

This procedure applies to all assets owned, operated and leased by Melbourne Water, and all employees and contractors.

An Isolation Permit is required when the isolation of an energy source has to be authorised or implemented by a Permit Authoriser.

An Isolation Permit is not required for the replacement of administration building lighting tubes and globes, or working on domestic appliances which can be unplugged from a general power outlet.

3.   Procedure

3.1   Isolation Permit Planning

Step	Role	Responsibility
1	Work Planning	Confirm that: • the scope of work is clearly defined including the plant and equipment to be worked on • an appropriate amount of preparation time has been allowed for all parties to manage the work safely • the activity will require an Isolation Permit as per the scope of this procedure • allocate a Permit Authoriser to conduct isolations and authorise an Isolation Permit
2	Work Planning and Permit Holder	Review the task details ensuring: • the scope of work is clearly defined, including plant and equipment to be worked on • expiry date of Isolation Permit is agreed • hazards that may arise from outside the work scope have been identified • any potential impacts on Operations are understood • work will not conflict with other open Permits. This conversation should occur face to face and on the worksite, however can be undertaken by phone or correspondence. The Permit Authoriser cannot be the Permit Holder; however the Permit Authoriser may be a member of the Work Party.

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3.2   Preparing an Isolation Permit

Step	Role	Responsibility
1	Permit Authoriser	Complete Isolation Permit, ensuring that: • All isolations are identified and documented as per H&S STA Isolation. • The start and expiry dates are documented and consistent with the estimated length of the job • All relevant information that was used in preparation is transferred to the Isolation Permit
2	Permit Authoriser	• Implement the Permit authoriser isolations as documented on the Isolation Permit • Sign and date that the isolations have been implemented and verified • Ensure all Isolation Points are locked and tagged as per H&S PRO Lock Out Tag Out (LOTO)
3	Permit Authoriser	Isolations implemented by a Permit Authoriser shall require that the Permit Holder is: • Shown all isolations including verification of their effectiveness. • Aware of the responsibility of signing and accepting the Isolation Permit. • Shown and made aware of the isolation boundary including consideration to utilising visual aids. • Authorised to receive an Isolation Permit and has completed mandatory Melbourne Water inductions and, where applicable, site specific eLearns. Authorises the work by signing the 'Permit Authorisation' section of the Isolation Permit.
4	Permit Holder	Shall: • Accept and sign the 'Acceptance' section of Isolation Permit once satisfied that all isolations have been implemented; or request the Permit Authoriser to review the adequacy of the implemented isolations. • Implement own authorised isolations as documented on the Isolation Permit including verification of their effectiveness. Signing the 'Acceptance' section of Isolation Permit indicates that the Permit Holder: • Fully understands the scope of the work. • Has been shown all isolations, including verification of their effectiveness. • Has been shown and made aware of the isolation boundary including consideration to utilising visual aids. • Will be an active member of the work party.

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3.3   Working with an Isolation Permit

Step	Role	Responsibility
1	Permit Holder	Attaches Permit Holder Lock and Personal Safety Lock to assigned Lock Box.
2	Permit Holder	Confirm that all Work Party Members: • Are appropriately skilled & trained as required • Have completed mandatory Melbourne Water inductions and, where applicable, site specific eLearns.
3	Permit Holder	Briefs the Work Party on the: • Scope of work, including individual steps of the task • Implemented isolations and their boundaries • Documented risks and controls
4	Work Party Members	Once satisfied that they understand the: • Scope of work • Implemented isolations • Documented risks and controls, sign onto the Isolation Permit and attach their Personal Safety Lock.
5	Permit Holder	Initial the 'Permit Holder Verification' space on the Isolation Permit, confirming that Steps 2 and 3 have been completed.
6	Permit Holder	Ensure that the Isolation Permit is accessible at the worksite.
7	Permit Holder and Work Party	Implement all: • Risk assessment controls • Permit Holder isolations as authorised by the Permit Authoriser
8	Permit Holder	For every day of work and across shifts ensure that: • A briefing is undertaken to cover any potential changes in the work scope or environment. Scope changes need to approved by the Permit Authoriser and documented. • All Work Party Members sign on and off the Isolation Permit • Personal Safety Locks are reapplied and removed • All Work Party Member signatures are initialled
9	Permit Holder	At completion of work, ensure: • The work area has been left in a clean and safe state • Permit Holder authorised isolations are removed • Equipment status is known

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Step	Role	Responsibility
10	Work Party	Remove Personal Safety Lock and sign off the Isolation Permit.
11	Permit Holder	Ensure all Work Party Members have: • Signed off the Isolation Permit • Removed their Personal Safety Lock Once satisfied, remove: • Their Personal Safety Lock • The Permit Holder Lock
12	Permit Holder	• Sign off the Surrender section of the Isolation Permit • Return Isolation Permit and all associated documentation to Permit Authoriser • If testing is required, follow 'Surrender for Test'

3.4   Cancelling an Isolation Permit

Step	Role	Responsibility
1	Permit Authoriser	Ensure that the Permit Holder has: • Completed the works as stated • Made the worksite safe • Removed any Permit Holder authorised isolations that they have been managing. • Confirmed Work Party Members are signed off • Returned Lock Out Box with all managed locks removed If any of the above has not been completed, the Isolation Permit must be returned to the Permit Holder to rectify.
2	Permit Authoriser	• Physically inspect the work site • Remove the Permit Authoriser Lock • Remove all 'Danger – Do Not Operate' tags and isolation point locks • Test equipment as far as reasonably practicable • Cancel the Isolation Permit by signing the 'Permit Cancellation' section.
3	Permit Authoriser	Retain the Isolation Permit in accordance with GOV PRO Records Management.

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3.5   Surrender for Test

Step	Role	Responsibility
1	Permit Holder	• Ensures Work Party have signed off the Isolation Permit and removed all personal locks • Brief the Permit Authoriser on the testing to be undertaken • Sign the 'Surrender for Test' section of the Isolation Permit. • Remove Permit Holder lock
2	Permit Authoriser	• Document the agreed Isolations being removed in the 'Amendment Notes' of Isolation Permit • Remove Permit Authoriser Lock and Isolation Point Locks on specific isolations • Replace 'Danger – Do Not Operate' tags with 'Testing Underway' tags when removed isolations are no longer under the direct control of the Permit Authoriser • Sign the 'Permit Suspension' section
3	Permit Authoriser and Permit Holder	Test the equipment. If equipment passes: – Permit Authoriser ticks the 'Pass' box – Permit Holder surrenders the Isolation Permit If equipment fails: – Permit Authoriser ticks the 'Fail' box – Permit Authoriser reinstates isolations and attaches the Permit Authoriser lock – Work is restarted following the requirements of Working with an Isolation Permit (Section 3.3) – Only **one** Surrender for Test is permitted.

3.6   Abnormal Isolation Permit Cancellations

Where the operational status of the equipment is known, an Isolation Permit can be cancelled abnormally:

• For the purpose of Emergency Management;

• When the condition of the working environment changes; or

• Unsafe work practices exist with the Permit

In these cases, the Permit Authoriser can also take on the responsibility of the Permit Holder.

Before any Permit Holder and Work Party locks are removed, refer to H&S PRO – Lock Out Tag Out Process (LOTO).

Where the operational status of the equipment is unknown or it is unsafe to reinstate, the Isolation Permit shall be suspended (Section 3.9).

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3.7   Change in Isolation Permit Expiry

If it becomes apparent that the work cannot be completed before the expiry date, the Permit Authoriser and Permit Holder may agree a suitable period of extension for the Isolation Permit. This shall only occur after confirming that the extension won't conflict with other upcoming scheduled/planned works.

All copies of the Isolation Permit shall be updated accordingly in the "Amendments" Section.

If the expiry time is passed without a request for extension, the Isolation Permit shall be cancelled and the abnormal cancellation process followed.

3.8   Change in Permit Holder

If the Permit Holder will be absent from the site for more than two hours, there shall be a new Permit Holder nominated for work to continue. Any change in Permit Holder shall be communicated to a Permit Authoriser.

Step	Role	Responsibility
1	Permit Authoriser and Permit Holder	Discuss the need to change to the Permit Holder and once agreed, both update their Isolation Permit copies accordingly.
2	Permit Holder	Cease work and conduct a handover to the new Permit Holder.
3	Permit Holder	• Show or explain all implemented isolations • Ensure that the new Permit Holder is aware of the responsibility of signing and accepting the Isolation Permit • Hand the Permit Holder Lock Key to new Permit Holder
4	New Permit Holder	• Initials the Isolation Permit in the Acceptance Section • Sign and date the change in the Amendment Notes section

3.9   Suspending and Reinstating an Isolation Permit

Step	Role	Responsibility
1	Permit Holder	• Ensures Work Party has signed off the Isolation Permit and removed all personal safety locks • Brief the Permit Authoriser on the purpose of suspension • Returns the lock box, Isolation Permit and Permit Holder lock and key to the Permit Authoriser

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Step	Role	Responsibility
2	Permit Authoriser	• Sign and date, noting the reason for suspension in Amendment Notes section • Ensure all implemented isolations, locks and tags remain • Ensure lock box, Isolation Permit, locks and keys stored in a safe secure location
3	Permit Authoriser and Permit Holder	• Follow Section 3.2 to reinstate a suspended Isolation Permit

4.   Training

The following table outlines the training requirements of each of the roles to obtain an Isolation Permit.

Role	Training / Authorisation
Work Party Member	• Mandatory induction e-learns • Site specific e-learns, where applicable
Permit Holder	• Mandatory induction e-learns • Site specific e-learns where applicable • Melbourne Water Permit System Training
Permit Authoriser	• Mandatory induction e-learns • Site specific e-learns where applicable • Melbourne Water Permit System Training • Completion of any specific site training to the satisfaction of the Operating Authority, with consideration of competency based training and/or the skills matrix. • Sign-off by Permit Operating Authority

5.   References

Document title
H&S PRO Isolation Standard
H&S PRO Lock Out Tag Out (LOTO)
GOV PRO Records Management

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6. Document History

Date	Reviewed/ Actioned By	Version	Action
April 2026	Senior Safety Advisor	17	Clarification: Updated wording in section 3.2 – Preparing an Isolation Permit, to highlight responsibilities in showing isolations and visual aids. Update: Mandatory training e-learns and section 3.6 to include a suspension of a permit. (Update made in response to WorkSafe visit following events Feb/March 2026, IRIS: 17643, 17681. Feedback requested from: the Permit operating authority group (Service Delivery and WCS), Works delivery, ETP HSR and ETP leadership and selected H&S advisors)
December 2025	Senior Safety Advisor	16	Clarification: Updated wording in section 3.2 – Preparing an Isolation Permit, to clear up Isolation verification responsibilities for Permit Authoriser and Permit Holder.
March 2025	Senior Systems & Assurance Advisor	15	Section 3.3 Working with an Isolation Permit - Step 8 - First sentence changed from "For every day of work ensure that:" to "For every day of work and across shifts ensure that:" (Update made in response to WorkSafe oversight meeting at Silvan (09 Oct 2024) to close out Item 17 in their report.) (Peter Neal)
January 2024	Information Management	13, 14	IM changes only (no changes to content of procedure)
September 2023	SHEQ Manager Service Delivery	12	No change to content. Document ID and Version number updated to reflect history.
March 2023	Senior Safety Manager Service Delivery	8	Content review and update
March 2022	SHEQ Technology and Innovation Manager	7	New template and updated training section to reflect system changes
April 2020	SHEQ Technology and Innovation Manager	6	Template change only, no change to content of document

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