

## Purpose

To describe the process to prevent unauthorised reinstatement of isolation points through the use of locks and tags.

## Scope

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

This procedure does not cover the determination and documentation of the required isolation, this is described in the H&S PRO Isolation Standard.

### 1. Locking Single & Multiple Isolation Points For One Isolation Permit

Step	Role	Responsibility
1	Permit Authoriser	Selects: <ul style="list-style-type: none"> <li>• Lock Out Box</li> <li>• Permit Authoriser Lock</li> <li>• Permit Holder Lock</li> <li>• Appropriate number of Isolation Point Locks</li> </ul>
2	Permit Authoriser	Applies Isolation Point Locks and 'Danger – Do Not Operate' tags to each Isolation Point.
3	Permit Authoriser	Places the Isolation Point Lock key(s) and any leftover locks in the Lock Out Box and closes box.
4	Permit Authoriser	Attaches the Permit Authoriser Lock to the Lock Out Box and retains the key.
5	Permit Authoriser & Permit Holder	Inspect all the isolation points with locks and verify isolations are effective.
6	Permit Authoriser	Gives the Permit Holder the Permit Holder Lock.
7	Permit Holder	Attaches both the Permit Holder Lock and their Personal Safety Lock to the Lock Out Box and retains the keys.
8	Permit Holder	Shows the Work Party Members all of the isolation points with locks.
9	Work Party Members	Sign on to the Isolation Permit and attach their Personal Safety Lock to the Lock Out Box.
10	Permit Holder	Ensures all Work Party Member signatures are initialled The Permit Holder is not required to sign onto the Work Party section of the Isolation Permit

Step	Role	Responsibility
11	Permit Holder & Work Party Members	Lock on and lock off daily or when moving to another job.

## 2. Locking Isolations Points Shared Across Isolation Permits

Cascaded Lock Out Boxes are used to prevent the removal of isolation points that:

- are shared between separate work tasks, or
- could impact the simultaneous operation of a second permit.

Step	Role	Responsibility
1	Permit Authoriser	Identifies the primary Isolation Permit and selects a Lock Out Box which contains the isolation points required for the secondary Isolation Permit or shared task.
2	Permit Authoriser	Selects: <ul style="list-style-type: none"> <li>• Lock Out Box</li> <li>• Permit Authoriser Lock</li> <li>• Permit Holder Lock</li> <li>• Appropriate number of additional Isolation Point Locks</li> <li>• Cascade Lock with the number of Lock Out Box marked on the lock or on an attached tag</li> </ul>
3	Permit Authoriser	Applies Isolation Point Locks and 'Danger – Do Not Operate' tags to each additional isolation point.
4	Permit Authoriser	Places the Isolation Point Lock key(s) and any leftover locks in the Lock Out Box and closes box.
5	Permit Authoriser	Locks the Cascade Lock onto the primary Isolation Permit Lock Out Box and places the key into the Lock Out Box for the secondary Isolation Permit.
6	Permit Authoriser	Attaches the Permit Authoriser Lock to the secondary Lock Out Box and retains the key.
7	Permit Authoriser & Permit Holder	Inspects all the additional isolation points with locks and verify isolations are effective. This includes the relevant primary Isolation Permit isolation points.
8	Permit Authoriser	Gives the Permit Holder the Permit Holder Lock.
9	Permit Holder	Attaches both the Permit Holder Lock and their Personal Safety Lock to the secondary Lock Out Box and retains the keys.
10	Permit Holder	Shows the Work Party all the isolation points with locks.

Step	Role	Responsibility
11	Work Party Members	Sign onto the Work Permit and attach their Personal Safety Lock to the secondary Lock Out Box.
12	Permit Holder	Ensures all Work Party Member signatures are initialled The Permit Holder is not required to sign onto the Work Party section of the Isolation Permit
13	Permit Holder & Work Party Members	Lock on and lock off daily or when moving to another job.

### 3. Locking Single and Multiple Isolation Points With Additional Authorised Permit Holder Isolations

Step	Role	Responsibility
1	Permit Authoriser	Selects: <ul style="list-style-type: none"> <li>• Lock Out Box</li> <li>• Permit Authoriser Lock</li> <li>• Permit Holder Lock</li> <li>• An appropriate number of Isolation Point Locks</li> <li>• Cascade Lock</li> </ul>
2	Permit Authoriser	Applies Isolation Point Locks and 'Danger – Do Not Operate' tags to each isolation point.
3	Permit Authoriser	Places the Isolation Point Lock key(s) and any leftover locks in the Permit Authoriser Lock Out Box and closes box.
4	Permit Authoriser	Attaches the Permit Authoriser Lock to the Permit Authoriser Lock Out Box and retains key.
5	Permit Authoriser & Permit Holder	Inspect all the Permit Authoriser isolation points with locks and verify isolations are effective.
6	Permit Authoriser	Gives the Permit Holder the following items: <ul style="list-style-type: none"> <li>• Primary Isolation Permit Lock Out Box</li> <li>• Permit Holder Lock</li> <li>• Cascade Lock with the number of Lock Out Box marked on the lock or on an attached tag</li> <li>• Permit Holder Lock Out Box</li> <li>• Additional isolation point locks and 'Danger – Do Not Operate' tags</li> </ul>
7	Permit Holder	Locks the Cascade Lock onto the primary Lock Out Box
8	Permit Holder	Places the Cascade Lock Key into the Permit Holder Lock Out Box.

Step	Role	Responsibility
9	Permit Holder	Applies Isolation Point Locks and completed 'Danger – Do Not Operate' tags to each additional authorised isolation point.
10	Permit Holder	Places the Isolation Point Lock key(s) and any leftover locks in the Permit Holder Lock Out Box and closes.
11	Permit Holder	Attaches both the Permit Holder Lock and their Personal Safety Lock to the Permit Holder Lock Out Box and retains the keys.
12	Permit Holder	Shows the Work Party all the isolation points with locks associated with both Lock Out Boxes.
13	Work Party Members	Attach their Personal Safety Lock to the Permit Holder Lock Out Box.
14	Permit Holder	Ensures all Work Party Member signatures are initialled The Permit Holder is not required to sign onto the Work Party section of the Isolation Permit
15	Permit Holder & Work Party Members	Lock on and lock off daily or when moving to another job.

#### 4. Locking Permit Holder Own Isolations

Step	Role	Responsibility
1	Permit Authoriser	Completes the Isolation Permit ensuring all permit holder own isolations are identified and documented as per Isolation Permit Procedure and Isolation Standard
2	Permit Authoriser	Gives the Permit Holder the following items: <ul style="list-style-type: none"> <li>Permit Holder Lock Out Box</li> <li>Permit Holder Lock</li> <li>Required isolation point locks and 'Danger – Do Not Operate' tags</li> </ul>
3	Permit Holder	<ul style="list-style-type: none"> <li>Implement and verify the permit holder own isolations as documented on the Isolation Permit</li> <li>Apply Isolation Point Locks and completed 'Danger – Do Not Operate' tags to each additional authorised permit holder isolation.</li> </ul>
4	Permit Holder	Places the Isolation Point Lock key(s) and any leftover locks in the Permit Holder Lock Out Box and closes.
5	Permit Holder	Attaches both the Permit Holder Lock and their Personal Safety Lock to the Permit Holder Lock Out Box and retains the keys.
6	Permit Holder	Shows the Work Party all the isolation points with locks associated with both Lock Out Boxes.

Step	Role	Responsibility
7	Work Party Members	Attach their Personal Safety Lock to the Permit Holder Lock Out Box.
8	Permit Holder	Ensures all Work Party Member signatures are initialled The Permit Holder is not required to sign onto the Work Party section of the Isolation Permit
9	Permit Holder & Work Party Members	Lock on and lock off daily or when moving to another job.

## 5. Dynamic Isolations

### 5.1 Locking Single Isolation Points

Step	Role	Responsibility
1	Authorised Dynamic Isolation Holder	Attaches Multi-Lock Device and 'Danger – Do Not Operate' tag to the isolation point.
2	Authorised Dynamic Isolation Holder	Places a Permit Holder Lock on the Multi-Lock Device.
3	Authorised Dynamic Isolation Holder	Attaches their Personal Safety Lock and tag to the Multi-Lock Device.
4	Authorised Dynamic Isolation Holder	Shows the Work Party all the isolation points with locks.
5	Work Party Members	Attaches their Personal Safety Lock and tag to the Multi-Lock Device.

This process can also be managed with a Lock Out Box as per 5.2 if attaching a Multi-Lock Device to the isolation point will cause either access issues or asset damage.

### 5.2 Locking Multiple Isolation Points

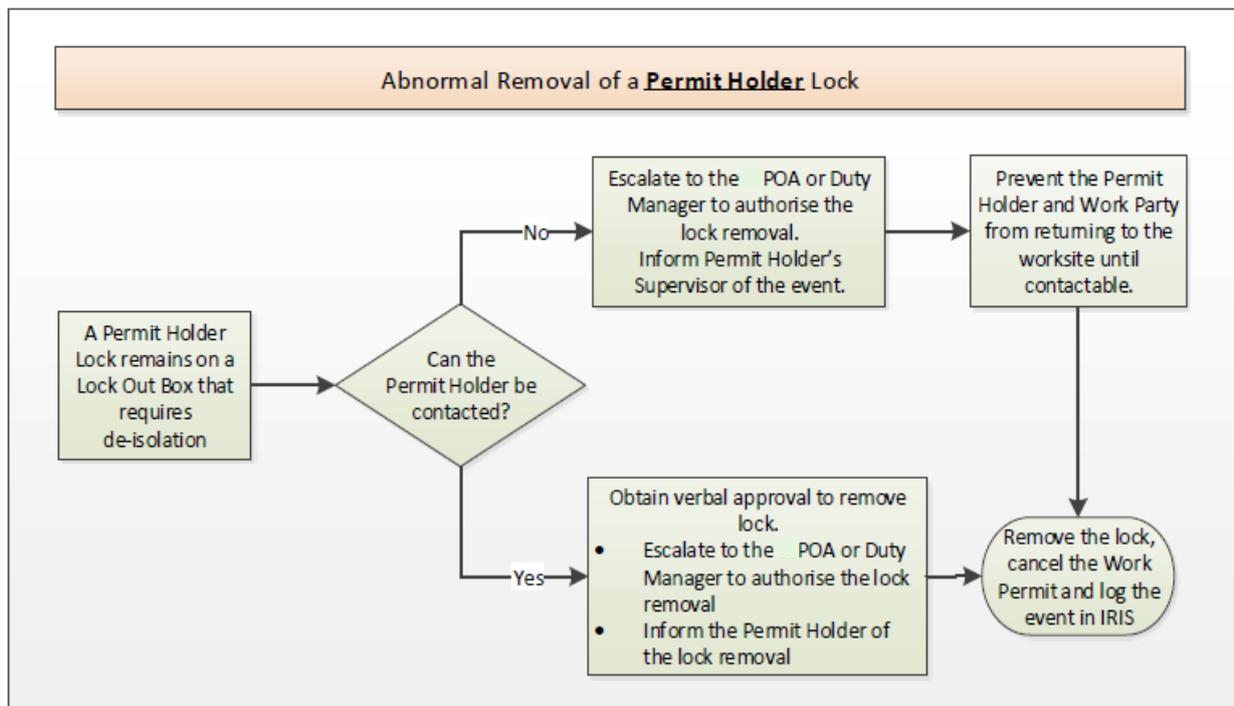
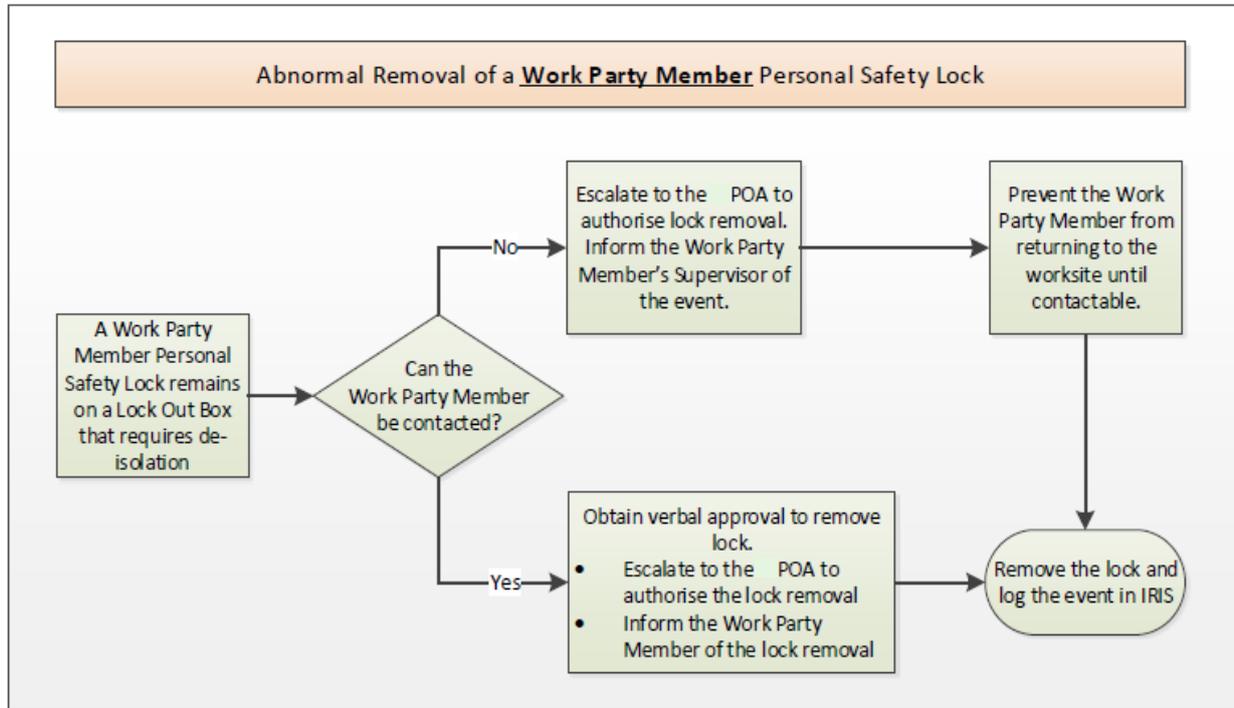
Step	Role	Responsibility
1	Authorised Dynamic Isolation Holder	Attaches Isolation Point Locks and 'Danger – Do Not Operate' tags to all isolation points.
2	Authorised Dynamic Isolation Holder	Places the Isolation Point Lock key(s) and any leftover locks to a Lock Out Box and closes box.
3	Authorised Dynamic Isolation Holder	Attaches both the Permit Holder Lock and Personal Safety Lock to the Lock Out Box and retains the keys.
4	Authorised Dynamic Isolation Holder	Shows the Work Party all the isolation points with locks.
5	Work Party Members	Attach their Personal Safety Lock and tag to the Lock Out Box.

### 6. Removing Locks

Step	Role	Responsibility
1	Permit Holder & Work Party Members	Remove their locks at the completion of the work activity.
2	Permit Holder	Provide a handover to the Permit Authoriser.
3	Permit Authoriser	Removes the Permit Authoriser Lock.
4	Permit Authoriser	Removes the Isolation Point Locks and 'Danger – Do Not Operate' tags.

## 7. Abnormal Lock Removal

After meeting the criteria of 'Abnormal Permit Cancellations' in the Isolation Permit procedure, locks can be removed in line with the following flow charts:



## 8. Working when Locks Cannot Be Applied

If isolations do not have the facility to be locked or a lockout device cannot be used/purchased, the following process applies:

Step	Role	Responsibility
1	Permit Authoriser	Obtain agreement from the Permit Holder to work without the lock.
2	Permit Holder	Document the controls to be taken in the risk assessment.
3	Permit Authoriser	Document the precautions to be taken on the Permit.
4	Permit Authoriser	Attach the 'Danger - Do Not Operate' tag.
5	Permit Authoriser	Advise the Permit Operating Authority of the situation.
6	Permit Operating Authority	Raise an IRIS event (Hazard) to identify the isolation point(s) which cannot be locked, with actions assigned to modify the asset within six months where practicable.

## 9. Key Management

Key management is the responsibility of the relevant area operating authority.

## 10. Equipment

### 10.1 Locks

Lock	Description	Example
Isolation Point Lock	Isolation Point Locks are <b>YELLOW</b> and: <ul style="list-style-type: none"> <li>locked onto isolation points such as valves, electrical isolators, etc. to keep equipment in an isolated state</li> <li>A set of keyed alike locks is to be used on one Isolation Permit only.</li> <li>Keys stored in lock out box</li> </ul>	
Permit Authoriser Lock	Permit Authoriser Locks are <b>BLACK</b> and: <ul style="list-style-type: none"> <li>Are used when the Permit Authoriser has implemented isolations</li> <li>the first lock added and last lock removed from a Lock Out Box to prevent returning an asset to service</li> </ul>	

Lock	Description	Example
Permit Holder/ Authorised Person Dynamic Isolation	Permit Holder/ Dynamic Isolation locks are <b>BLUE</b> and: <ul style="list-style-type: none"> <li>key kept by the Permit Holder until the permit is surrendered</li> <li>locked onto the Lock Out Box until the permit is surrendered.</li> <li>Key to be retained by the Permit Holder or authorised person performing a dynamic isolation</li> </ul>	
Personal Safety Locks	Personal Safety Locks are <b>RED</b> and: <ul style="list-style-type: none"> <li>are uniquely keyed and personally identifiable</li> <li>must be installed/removed by all workers when working with isolations every day or when leaving the work site to the lock out box</li> <li>Key to be retained by the individual</li> </ul>	
Cascade Locks	Cascade Locks are <b>GREEN</b> and: <ul style="list-style-type: none"> <li>applied to Lock Out Boxes to link groups of isolations together or between separate work tasks</li> <li>used for managing additional Authorised Permit Holder Isolations</li> </ul>	

## 10.2 Hardware

Hardware	Description	Example
Multi Lock Device	Enables multiple Personal Safety Locks to be fitted to a Lock Out Box or used as a Lock Out Aid.	
Lock Out Aids	Lock Out Aids are used to lock off isolation points which do not have inbuilt locking points. Lock Out Aids may be permanently installed or portable.	
Lock Out Boxes / Isolation Pouches	Lock Out Boxes are used to store: <ul style="list-style-type: none"> <li>a permit and;</li> <li>Isolation Point Lock keys, spare Isolation Locks and Cascade Lock keys.</li> </ul>	

### 10.3 Tags

Tags	Description	Example
Personal Safety	Used to identify owner of a Personal Red Lock	
Danger – Do Not Operate	Used for indicating an energy source or isolation point that has had its state changed under a Permit Process or Isolation Standard.	
Process Isolation	Used to identify equipment that has had its state changed for operational purposes. This tag shall not be used to identify dangerous equipment or be used in conjunction with a Permit Process.	
Testing Underway	Used to identify equipment that has had its state changed to facilitate testing as part of the Work Permit Process. This tag shall only be used in relation to the Permit Process and must only replace a 'Danger - Do Not Operate' tag.	
Commissioning in Progress	Used to identify equipment that has not been handed over to Operations staff where the state may change as part of a project handover process.	
Out of Service	Used to ensure that unsafe plant or equipment is identified prior to repairs or replacement is carried out.	

### 11. References

Links
H&S STA Isolation Standard and H&S PRO Isolation Permit

### 12. Document History

Date	Reviewed/ Actioned By	Version	Action
March 2023	Senior Safety Manager Service Delivery	10	Content review and update
March 2022	SHEQ Systems Integration Specialist	9	Updated formatting and footer.

March 2020	SHEQ Systems Integration Specialist	8	Updated formatting, new template and naming convention.
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