

SESLHD PROCEDURE COVER SHEET



Health
South Eastern Sydney
Local Health District

NAME OF DOCUMENT	Managing Electrical Risks in the Workplace
TYPE OF DOCUMENT	Procedure
DOCUMENT NUMBER	SESLHDPR/268
DATE OF PUBLICATION	January 2024
RISK RATING	High
LEVEL OF EVIDENCE	National Safety and Quality Health Service Standards: Standard 1 – Clinical Governance
REVIEW DATE	January 2026
FORMER REFERENCE(S)	SESLHNPD/92 Non-biomedical electrical equipment – risk assessment and tagging schedule
EXECUTIVE SPONSOR	Director, People and Culture
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FUNCTIONAL GROUP(S)	Workplace Health and Safety
KEY TERMS	Electrical equipment assessment, Tagging, Testing, RCD, Lockout, Danger tag.
SUMMARY	This procedure provides managers and workers with information on how to manage risks associated with electrical systems and equipment, including working on electrical systems, testing and tagging of equipment and lock/tag out principles.

COMPLIANCE WITH THIS DOCUMENT IS MANDATORY

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Managing Electrical Risks in the Workplace

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1. POLICY STATEMENT

This procedure is developed to align with the requirements of the Code of Practice - Managing Electrical Risks in the Workplace.

2. BACKGROUND

This procedure provides managers and workers information on how to manage risks associated with electrical systems and equipment, including working on electrical systems, testing and tagging of equipment and lock/tag out principles.

3. RESPONSIBILITIES

3.1 District Managers/Service Managers:

Assist workers and managers to implement the electrical safety requirements. Consult with other duty holders to ensure a plan is in place and implemented for management of electrical safety risks.

Ensure incidents, injuries, risks, issues and concerns are reported in the IMS+ reporting system and incident investigations are completed, with corrective actions in place.

3.2 Line Managers:

Implement and comply with Health Safety and Wellbeing 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.

Ensure incidents, injuries, risks, issues and concerns are reported in the IMS+ reporting system and incident investigations are completed, with corrective actions in place.

3.3 Workers:

Comply with Health Safety and Wellbeing procedures; including inspecting electrical equipment before use and reporting identified safety issues with electrical equipment to their managers.

Report any incidents, injuries, risks, issues and concerns in the IMS+ reporting system and to their manager.

3.4 Other duty holders (Contractors and other Persons Conducting a Business or Undertaking):

Consult with SESLHD managers and workers regarding working on electrical systems and agree to implement statutory, and SESLHD controls as outlined in this procedure. Report any incidents, injuries, risks, issues and concerns in the IMS+ reporting system or to the site contact person.

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For further detail, refer to:

- [SESLHDPR/212 – Health, Safety and Wellbeing Risk Management](#)
- [SESLHDPR/271 – Work Health and Safety – Statement of Commitment](#)

4. PROCEDURE

4.1 General Principles

This procedure is for managing non-biomedical equipment.

As there is a risk of electric shock or fire when using electrical equipment, the following safety precautions must be observed to manage electrical risks in the workplace:

- Non-clinical electrical equipment used in SESLHD facilities must be newly purchased when put into service.
- One exception to this is second hand electrical equipment which is purchased or donated to SESLHD, together with written evidence that it has been inspected and deemed safe by a qualified electrician.
- Workers and contractors are required to visually inspect the cord and plug of electrical equipment prior to using it and during workplace inspections.
- Water must be kept away from electrical equipment, cords and sockets.
- Electrical equipment must not be used with wet hands.
- Electrical cords must be secured safely so that they are not a trip hazard, and cannot be accidentally damaged.
- 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.
- Power points must be switched off before an electrical plug is removed from the socket to reduce the risk of electric shock or fire.
- Electrical plugs must not be removed by pulling on the cord as this can damage the cord and/or the electrical plug.
- If a pin is left in an electrical socket, the socket will remain live. The socket must be turned off, marked with a danger tag, and a work request raised immediately.
- Where a worker identifies any evidence that the cord, plug or equipment are damaged they must remove the equipment from service immediately, Danger Tag it and report it to their manager or person in charge for further action.

4.2 Electrical Power Points and Power Boards

4.2.1 Double Adaptors and Power Boards

Double Adaptors must not be used under any circumstances in SESLHD facilities. Where an additional power socket is required on a temporary basis a power board may be used. Power Boards should have individual switches for each socket. Power Boards

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must never be “piggybacked” (i.e. one on top of another). This can lead to overheating, electrical shocks and fires.

4.2.2 Power Points

Where additional power is required on an on-going basis e.g. in excess of three months, additional power points should be installed by the local Engineering Department. Power boards are not a long term substitute for a power point, as reliance on them can build up over time, and extensive use can overload the circuit leading to a risk of electric shock or fire.

Some power points in SESLHD facilities are designated “Cleaning Purposes Only”. These power points must be kept clear for use by cleaners for cleaning equipment so that the circuit does not become overloaded and the electrical cords of cleaning equipment do not become trip hazards by being stretched long distances from unsuitably located power points.

4.3 Patient Use of Personal Non-Biomedical Devices

Patients are free to use any personal electrical equipment which is charged using a USB fitting, so long as a visual inspection finds the cord and equipment to be in good condition.

Long stay patients may bring in personal electrical equipment which has an electrical plug, subject to the Nurse Unit Manager’s approval. This approval may only be given if the equipment is new or has been electrically tested and tagged by a competent person and visually inspected and determined to be in good condition. Electrical Tag and Testing of patient’s non-biomedical equipment will not be performed by SESLHD Engineering departments.

4.4 Testing and Tagging of Equipment (ETT)

4.4.1 Identify, Register and Assess

This procedure is for managing non-biomedical equipment. For testing and tagging of biomedical equipment refer to [SESLHDPR/622 - Biomedical Equipment - Testing, Tagging and Labelling](#).

The Manager of each department must ensure that all ‘non-clinical’ electrical equipment used in the workplace is:

- Tested and Tagged as per the schedule in Table 1 below
- Recorded on a register such as the F128 Electrical Equipment Register, Assessment and Testing Requirements form or an electronic database
- Removed from service if damaged or found to be unsafe after testing.
- Damaged equipment must be marked with a Danger Tag if it is to be repaired, or have the plug removed and disposed of.
- Raise a work request for ETT via the electrical work request system in use at the site if additional ETT in their department is required or their scheduled ETT is overdue.

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The Engineering Manager of each facility or designated Assistant Engineer, is responsible for:

- Selecting and engaging a competent contractor to undertake the electrical testing program at their facility or providing an internal resource to perform electrical testing and tagging as per AS/NZS 3760:2010
- Implementing a facility wide schedule for Electrical Testing and Tagging (ETT) which meets ETT requirements as per Table 1 below
- Ensuring that the ETT schedule is met
- Ensuring that the person undertaking the inspection/testing, tags all plug in electrical cords with details of:
 - The date of inspection and testing
 - The results of the inspection/testing undertaken
 - The date due of next inspection/testing date

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.

4.4.2 New Equipment

Equipment that is brand new “out of the box” must be visually inspected for damage before use and although it does not need to be ETT before use, it must be tagged as per the schedule in Table 1, and added to the department’s electrical register.

4.4.3 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.

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4.4.4 Contractors

If a contractor is carrying out work on an SESLHD site, the responsible Department Manager or Assistant Engineer must ensure the contractor has inspected, tested and tagged all plug in electrical equipment prior to bringing it on site.

The Contractor must be able to provide evidence of ETT of all electrical equipment they bring onto site if requested.

4.4.5 Monitor

Electrical equipment must be inspected as part of the regular Workplace Inspection to ensure it has not been damaged and that testing and tagging has been completed on schedule. The F127 WHS Regular Workplace Inspection Checklist should be used to document the inspection.

4.5 Safety Switches (also known as Residual Current Devices or RCDs)

A safety switch is an electrical safety device designed to minimise the risks of electrocution caused by excessive power demands or faulty equipment/wiring.

Safety switches are particularly beneficial where electrical cords, items of equipment or the operator may be exposed to water and/or there is a risk of the cord or plug being damaged.

Safety switches are required for use for all electrical equipment with three pin plugs which are mobile, moved between jobs or used in a wet or hazardous environment. Examples include:

- Mobile x-ray machines
- Plug in hand-held drills, saws and hair dryers
- Floor polishers and vacuum cleaners
- Extension cords
- Electric welders or electric cement mixers

Safety switches may be built in at the electrical switchboard, and this is the case for all new builds. As departments are renovated or their electrical systems modified, their switchboard is to be brought up to code and a safety switch is fitted.

If a department does not have safety switches fitted to their electrical switchboard, safety switches can be fitted to electrical equipment or a portable safety switch used. If a manager is unsure if a safety switch has been fitted to their local electrical switchboard, they should contact their engineering department via the local electronic work request system.

4.5.1 Testing of Portable Safety Switches

Portable safety switches must be tested before each use. Instructions for this are supplied by the manufacturer and all workers in departments using them should be shown how to use the safety switch as part of their orientation. If the safety switch is used with a piece of equipment or in a process which requires a Safe Work Procedure (SWP) use of the

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safety switch must be included in the SWP.

4.5.2 Training Requirements for Using Portable RCDs

Workers who use portable safety switches must have their training recorded either as part of their orientation or on the SWP's in their departmental training register (F129 - Department Training Register or equivalent)

4.6 Danger and Information Tags

Use of 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' equipment and 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.

Examples of Danger tags are included in [Appendix B - Safety Tag Quick Reference Guide](#). If required Danger tags can be printed from the Resources page. Electrical equipment marked with a Danger tag must not be used.

4.6.1 Danger Tag (General Use)

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

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

Electrical equipment which is found to be faulty should be removed from service. If it is old, not required or not worth repairing, the plug should be cut off and the item disposed of. If it is to be repaired, the equipment must be isolated so it can't be used and marked with a Danger Tag which should be positioned so that the danger tag is the first thing another worker will see. An electronic work request must be raised to have it repaired using the system in place at the facility.

5. PROCEDURE – ENGINEERING DEPARTMENTS

5.1 Tags Applied by Engineering or Trades People

5.1.1 Danger (Trade tag)

Is 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 attached Trade Danger Tags can only be removed by the technician who affixed the tag or by an endorsed contractor or Original Equipment Manufacturers (OEM) qualified service technician who are licensed to carry out work on the equipment.

Further information on the specific uses of safety tags is shown in [Appendix B - Safety](#)

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[Tag Quick Reference Guide.](#)

5.1.2 Information Tag

- 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.

5.2 Lock Out /Tag Out 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, staff or public access to this equipment may pose a risk or a worker is conducting work on the equipment and could be injured if the equipment is not isolated.

[Appendix C - 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, permission must be given by the facilities Head of Engineering and the procedures in section 6.8 must be followed. Equipment shall be tested and checked before and after 'testing for dead' to ensure they are functioning correctly.

High voltage isolation work must be undertaken by a competent and qualified person. The work is supervised and managed by the Engineering team.

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/Group Lockout device shall be considered by the first person to apply a Lockout Lock.

Isolation Basic Steps

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

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De-Isolation Basic Steps

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

5.2.1 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 or pose a hazard shall be replaced.

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.

5.3 Isolation Lockouts

5.3.1 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 B - 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 energized.
- 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 device it explains.

5.3.2 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.

5.3.3 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

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- used.
- With Group Isolation all energy sources are locked and tagged out by an authorized 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.

5.4 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 E - Emergency Plan / Lockout Override Protocol](#) or develop a specific emergency plan as required.

5.5 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 instructed on the SESLHD lockout procedure.

All training must be recorded.

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5.6 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 D - Lockout Device Issue Log](#).

5.7 Access to Lock out equipment

Workers who require access to Locked Out plant are to consult with their Facility 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.

5.8 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 Facility Engineer and Manager Health and Safety are to be notified prior to the work occurring. They will arrange in consultation with workers and other PCBUs that:

- A risk assessment has been 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

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- 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.

6. AUDIT

This procedure is audited through the Ministry of Health, Health Safety and Wellbeing Audit Program every two years.

7. REFERENCES

External

- [Work Health and Safety Act 2011 \(NSW\)](#)
- [Work Health and Safety Regulation 2017 \(NSW\)](#)
- [SafeWork NSW - Code of Practice - Managing Electrical Risks in the Workplace](#)
- AS/NZS 3760:2010 - 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 Policy Directive PD2018_013 - Work Health and Safety: Better Practice Procedures](#)

Internal

- [F122 - First Aid Risk Assessment](#)
- [F126 - WHS Record Keeping Matrix](#)
- [F127 - WHS Regular Workplace Inspection Checklist](#)
- [F128 - Electrical Equipment Register, Assessment and Testing Requirements](#)
- [F129 - Department Training Register](#)
- [SESLHDPR/212 – Health, Safety and Wellbeing Risk Management](#)
- [SESLHDPR/622 - Biomedical Equipment - Testing, Tagging and Labelling](#)
- [SESLHDPR/271 – Work Health and Safety–Statement of Commitment](#)
- [WHS Dictionary](#)

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8. VERSION AND APPROVAL HISTORY

Date	Version	Version and approval notes
Feb 2010	1	Dieter Schultejoann 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 Pollock.
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
Feb 2020	6	Re-format, updated links to relevant documents & Code of Practice – John Parkinson WHS Advisor
Jun 2020	7	Revision and re-format – Jen Hartley WHS Advisor
Aug 2021	8	Minor review. Reformat and establish hyperlinks by Ian beard Health and Safety Advisor. Approved by Executive Sponsor.
17 January 2023	8.1	Minor review by Vee-Lyn Tan, Head of Health Safety & Wellbeing and Clayton Tubbs, Head of Engineering. Wording and format changes.

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Appendix A – Definitions

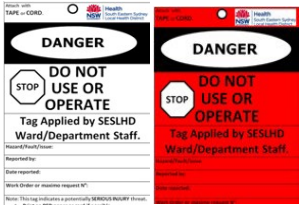


Key Term	Definition
Energy Sources:	An energy source is a form of energy e.g. mechanical, chemical, electrical, and hydraulic, radiation, thermal, gravitational, pneumatic, and kinetic energy systems that has the potential for uncontrolled or catastrophic release, which can damage property, injure or 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.

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Appendix B – Safety Tag Quick Reference Guide

Tag or lock	Used by	Used to identify	Removed by	Worker Actions	Manager Actions
	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: <ul style="list-style-type: none"> 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.
	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: <ul style="list-style-type: none"> 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.	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.
	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.

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Appendix C – 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: <ul style="list-style-type: none"> • 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 F122 - 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.		

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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.



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Appendix D - Lockout Device Issue Log

LOCKOUT DEVICE ISSUE LOG

Facility: _____

**PLEASE PRINT
ALL DETAILS CLEARLY**

Key No. Device Type	NAME	Company/SESLHD DEPARTMENT	CONTACT #	SIGNATURE Keys Received by	Date Issued	Est. Return	Key Returned

Managing Electrical Risks in the Workplace

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Appendix E - 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 <input checked="" type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
A 24 hour contact number/method for the lock owner/s is in place.				Site emergency contact N ^o s		
Name		Contact N ^o	Alternate contact method	DON		
				Security		
				Fire officer		
				Engineer		
Emergency equipment and first aid in place. F122 - First Aid Risk Assessment attached <input type="checkbox"/>						
A backup/return to operations plan for the equipment in question is:						