ELECTRICAL ISOLATION PROCEDURE

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Bethanie

1 Purpose

Managing risks associated with electricity is a requirement under work, health and safety (WHS) and electricity legislation in WA. Electrical risks can include death, shock or other injuries caused by direct or indirect exposure to electricity.

For these reasons, no live electrical work can be conducted at any Bethanie workplace with the exception of fault finding conducted by a licensed electrician only.

This procedure defines Bethanie's minimum requirements to prevent or provide protection against energised plant and equipment. Only qualified, licensed, registered and competent electricians can perform electrical isolation work.

2 Scope and Applicability

Who must use this policy:	All Bethanie workers, which includes employees, volunteers, contractors and sub-contractors. Students, apprentices and labour hire workers will also be required to reasonably comply with this policy.
Why this policy is important:	This procedure outlines electrical isolation requirements for plant and equipment across Bethanie.
When this policy applies:	This policy applies in all Bethanie workplaces and any other location that workers are undertaking work on behalf for Bethanie.
Who to ask for more information:	• Your Manager • Work, Health and Safety Team

3 Definitions

Term	**Definition**
Danger Tag	Danger tags are used for the duration of the electrical work Danger tags must be securely fixed to the isolation lock. Danger tags can only be removed by the signatories to the tag the work.
Isolation lock	Isolation locks are individually keyed and used to lock out each isolation point physically.
Hasp	An isolation tool in the form of a clasp applied to an Isolation Point, to which multiple isolation locks can be attached.
Electrical Equipment	Any apparatus, appliance, cable, conductor, fitting, insulator, material, meter, or wire that: ▪ Is used for controlling, generating, supplying, transforming, or transmitting electricity at a voltage greater than extra-low voltage. ▪ Is operated by electricity at a voltage greater than extra-low voltage. ▪ Is part of an electrical installation located in an area in which the atmosphere presents a risk to health and safety from fire or explosion, or

Term	Definition
	▪ Is, or is part of, an active impressed current cathodic protection system within the meaning of AS2832.1
Competent	A person who has been assessed by an approved trainer using authorised tools and has demonstrated the required skills & knowledge.
De-isolate	Reconnect or re-energise previously isolated equipment.
Hazardous Energy Source	Anything with the potential to cause injury to people, or damage to equipment or the environment. This may include but is not limited to electricity, compressed gas, hydraulic systems, charged springs, heated substances and stored gravitational or kinetic energy.
Responsible Person	The person who has been deemed competent to and is accountable for work to be performed.

4 Responsibilities

Role	Responsibilities
Managers and supervisors	• Are responsible for the overall implementation, monitoring and communication of Bethanie's isolation requirements to all personnel engaged at the site they control.
All employees and volunteers	• Not to perform work on plant or equipment that requires isolation. • Not to perform electrical work on any plant or equipment, whether energised or not. • Fully cooperate with the requirements of this procedure. • Comply with instructions given by Bethanie for their own health and safety or the health and safety of other persons. • Immediately report to their manager/supervisor any hazards associated with the electrical safety arrangements that could be considered a danger to health and safety. • Promptly report all electrical incidents, including electric shock events
Contractors, sub-contractors and employees of contractors and sub-contractors	• Ensure personnel under their control are appropriately qualified, licensed, registered, and competent persons to perform the works and apply Bethanie's isolation requirements to all work undertaken. • Complete a risk assessment of the works, developing and documenting a safe method of completing the works. • Consulting with site managers and agreeing on what action should be taken to ensure the safety of all persons. ? • Conducting the works safely for all personnel involved or within the vicinity.

5 General

The primary principle of electrical safety is to ensure that all electrical equipment is properly de-energized and isolated before any maintenance or repair work is conducted. This involves disconnecting the equipment from its power source and ensuring that it cannot be inadvertently re-energized.

The Lock Out Tag Out process (LOTO) is a systematic procedure used to achieve this safety measure. It involves placing a lock and a tag on the energy-isolating device to indicate that the equipment is not to be operated until the lock and tag are removed by the person who applied them.

This process helps prevent accidental energization, which could lead to electrical shock, arc flash, or other hazardous incidents. Proper training and adherence to LOTO procedures are essential to protect workers and ensure a safe working environment.

Working on plant that requires isolation is a high-risk task requiring a specific set of skills and must not be conducted by Bethanie employees.

6 Isolation process

6.1 Preparation

Identify all energy sources associated with the equipment, including electrical, mechanical, hydraulic, pneumatic, chemical, and thermal energies. Conduct a thorough risk assessment to identify potential hazards associated with the equipment. Evaluate the risks and determine appropriate control measures to mitigate them in consultation with other stakeholders.

Ensure that all personnel involved in the process are adequately trained and competent to perform their tasks safely. They should be familiar with the equipment, the risks involved, and the safety procedures in place.

Provide appropriate PPE to all personnel involved.

Maintain clear communication among all team members and ensure that experienced supervisors oversee the process. Establish and communicate emergency procedures to all personnel. Ensure that everyone knows how to respond in case of an incident or unexpected event.

6.2 Notification

Inform all affected personnel about the shutdown and confirm workers undertaking the works are qualified, licenced where required and understand the LOTO procedure that will be implemented.

Shutdown: Power down the equipment using normal shutdown procedures to ensure it is no longer operating.

6.3 Isolation

Implement control measures to minimize exposure to hazards. This may include barriers, guards, or other physical controls to prevent accidental contact with energized components.

Physically disconnect or isolate the equipment from its energy sources. This may involve turning off circuit breakers, closing valves, or disconnecting power supplies.

6.4 Lock Out / Tag Out

Apply isolation locks to the energy-isolating devices to prevent accidental re-energization. Each isolation lock should be accompanied by a tag that identifies the person who applied it, the date, and the reason for the lockout.

Where more than one person is working on a piece of equipment at the same time a hasp should be applied to the point of isolation, allowing each person working on the equipment to affix their own isolation lock and danger tag.

Attach Danger tags to the locked-out devices to provide information about the lockout status and warn against re-energizing the equipment.

6.5 Verification

Test the equipment to ensure it is completely de-energized. This may involve attempting to start the equipment or using testing devices to confirm the absence of energy.

Continuously monitor the equipment and environment during the works to detect any anomalies or unsafe conditions

6.6 Conduct Work

Perform the necessary maintenance or repair work on the de-energized equipment.

6.7 Completion of Work

Once the work is completed, ensure all tools and materials are removed, and the equipment is in a safe condition for re-energization.

6.8 Removal of Lock Out Tag Out

Only the person who applied the isolation lock and Danger tag is authorised to remove them.

All affected personnel are to be notified by the person removing the isolation lock and danger tag, that the equipment will be re-energized.

6.9 Re-energization

Restore energy to the equipment following proper procedures, ensuring that all safety measures are in place and the equipment is ready for operation.

6.10 Notification:

Inform all affected personnel that the equipment is back in operation and safe to use.

Conduct a review to evaluate the process, identify any issues, and implement improvements for future activities.

7 Consequences of Procedural Breach

- This procedure is binding on Bethanie workers and contracted personnel, as per Section 2: Scope and Applicability.
- Roles and Responsibilities in relation to this policy are set out in Section 4.

- Failure to comply with the policy may constitute a breach of the Bethanie Code of Conduct and business practices.

8 Related Documents

Legislation
Work Health and Safety Act 2020
Work Health and Safety (General) Regulations 2022
Policy and Support Documents i.e. internal Guidelines or Forms
Electrical Safety Procedure
Standards
Strengthened aged care standard 2: The organisation
Strengthened aged care standard 4: The environment
References
Model Code of Practice: Managing electrical risks in the workplace
Code of Practice for persons working on or near energised electrical installations
AS/NZS 3760:2022 In-service safety inspection and testing of electrical equipment and RCDs
AS/NZS 3000 Electrical installations

9 Document Control

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