

**SAFETY MANAGEMENT PROCEDURE
FOR
ISOLATION AND CONTROL OF
ENERGY**

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1. APPROVAL

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This procedure is reviewed to ensure its continuing relevance to the risks it describes that it describes. A record of contextual additions or omissions is given below.					
Amendment Record					
Version	Date	Context	Se	Summary of Amendments	
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The latest revision of this procedure is on Insert Your Company intranet site. It is the responsibility of the individual to ensure that any hardcopy is the current revision. A printed version of this procedure is uncontrolled, except when provided with a document title and revision number in the field below and marked as 'Controlled Copy'.					
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2. PURPOSE

The purpose of this procedure is to specify the requirements for the control of energy, including the isolation of mechanical and electrical equipment.

This procedure shall be implemented to reduce the risk of harm to personnel and meet the requirements of legislated obligations.

3. SCOPE

This procedure applies to relevant activities under the control of Insert Your Company

This procedure applies equally to all workers including permanent employees, temporary contracted persons, as well as visitors.

4. TERMS AND DEFINITIONS

Term	Definition
Competent	Is a combination of attributes including skills, training and experience, relevant to a job or function that enables a person undertake the task safely or discharge that function in accordance with company expectations.
Isolation	Is the procedure followed by a competent person to ensure the or mechanical parts of plant or equipment, or systems, are made safe by placing personal isolation locks and devices to prevent the release of energy.
Scissors/	Is a device used to allow for the attachment of a number of locks to an isolation point where a number of people are working on the same equipment/plant.

5. RESPONSIBILITIES

Managers are responsible for:

- Ensuring this procedure is implemented within their area of responsibility.
- Monitoring the effectiveness of this procedure and providing support to the areas on the establishment of safe practices regarding isolation and control of energy.
- Ensuring that any safety issues raised concerning isolation and control of energy are investigated and that effective controls are implemented.

Supervisors are responsible for:

- Ensuring full compliance with this procedure by the regular monitoring of isolation and control of energy work practices.

Workers are responsible for: