IGO GROUP SAFETY STANDARD 15 -

ENERGY CONTROL AND ISOLATION

INDEPENDENCE GROUP NL

CONTENTS

1. INTENT

This Standard details the approved practices and systems for minimising the risk of uncontrolled releases of energy or hazardous materials through effective isolation, lockout, tagging, de-energising, and testing of systems.

2. APPLICATION

This standard shall apply to all IGO sites and projects (exploration, construction and development) and to all IGO employees, contractors (including sub-contractors) and visitors to IGO sites and projects. All IGO sites and projects shall comply with the provisions of this standard, and all relevant legislative requirements for the location.

3. GENERAL REQUIREMENTS

Isolation shall provide positive protection and be achieved using locking devices or a physical barrier or separation. Physical barriers or separations shall also be provided with locking devices whenever possible.

Each person performing work affected by an isolation shall have personal control of the point of isolation. Personal locking devices shall be uniquely keyed with no master override key and kept under the exclusive control of the owning individual.

It is mandatory that positive isolating locks and tags be used for individual and group isolations.

All designated isolation points fitted with personal locking devices shall be tagged to clearly identify the point, show the reason why it is isolated and to assist in preventing inadvertent operation.

Site and projects shall have a system for managing energy control and isolation that includes, as a minimum:

- Ensuring that the appropriate method of isolation is used when working on, or near, energy sources which could cause harm or injury if the system were started, energised or pressurized;
- Definition and procedures for when different forms of isolation are required;
- Undertaking risk assessments to determine what level of isolation and other controls should be used, based on the complexity and risk associated with the isolation and the number of people being protected;
- The requirements for the issue work permits;
- Consideration of the various types of energy sources which may require isolation, i.e. electrical, mechanical, pressure, gravitational, hazardous materials, radiation, thermal, etc;
- The roles and responsibilities for individuals with a responsibility for any of the methods of isolation;
- Alternative types of controls that can be used for isolating different types of energy sources;

e.g. locks, physical barriers and separation;

- The information that is to be included on locks and tags;
- The locations where locks and tags are to be placed;
- The conditions under which isolation boxes, stations or equivalent are to be provided;
- Documented test procedures to be used to confirm isolations are correct prior to the commencement of work. These procedures shall include verification of a zero energy state and requiring that this be verified by a competent person;
- Special procedures that require the assessment of risk and identification of controls when it is not possible to:
  - isolate to a zero energy state, or
  - use a locking device or to test the isolation
- Procedures for handover at shift changes or when there is a change of personnel;
- Requirements associated with the change to the planned duration of the isolation or task;
- Procedures for the handover and handback of control of the plant or equipment;
- Procedures for the isolation of critical equipment such as critical alarms, emergency shutdowns, etc;
- Procedures for managing changes in task duration or isolation requirements.
- The conditions under which locks and tags can be removed;
- Notification processes for placing and removing locks and tags;
- The requirements for re-energising equipment after locks and tags have been removed; and
- Procedures for emergency isolations.

Sites shall have procedures for managing the disablement of protective devices / bridging, particularly in relation to the disablement of devices which prevent injury to personnel rather than just preventing equipment damage.

4. DETAILED GUIDANCE ON ISOLATION

Section 3 of this document details the minimum requirements for isolation processes within IGO.

In the absence of an alternative approved by the site or project Registered Manager, an IGO mine site or project shall adhere to the **IGO Group Safety Procedure 2 - Isolations Procedure Overview**.

5. TRAINING AND COMPETENCY

All sites and projects shall include isolation and energy control systems and procedures as part of the induction program, as applicable to the nature of the role of the person at the site.

Appropriate competency based training for task specific energy isolation shall be provided to persons responsible for isolations or working under an isolation.

6. PERFORMANCE MEASURES

Conformance with this standard will be assessed through regular audits and assessments.

7. RELATED DOCUMENTS

7.1 Common Management System Standards

- CMS ST-03 Risk Management
- CMS ST-12 Management of Change

7.2 HSES Standards and Guidelines

- IGO GSP2 - Isolations Procedure Overview

8. DOCUMENT CONTROL

No amendments to this document may be made without the approval of the document owner.

First issue	Effective date	Prepared by	Approved by	Approval date
20/5/2016	20/5/2016	Keith Ashby	Keith Ashby	20/5/2016
Revision No.	Revision date	Revised by	Approved by	Changes