

SCU Lock Out, Tag Out (LOTO) – Field Guide

This field guide provides essential safety requirements for isolating energy sources at Southern Cross University. All staff, students, researchers, and contractors must follow these steps to ensure safety when working with electrical, mechanical, hydraulic, pneumatic, or other hazardous energy systems.

Before Starting Work

- Complete a risk assessment and identify all hazardous energy sources.
- Notify all affected persons and consult with other PCBUs if required.
- Obtain and complete the required LOTO permit.
- Shut down equipment using normal stopping procedures before isolation.

Isolation and Lock Out

- Isolate all energy sources (electrical, mechanical, hydraulic, pneumatic, chemical).
- Apply lockout devices and personal danger tags to each isolation point.
- Ensure each person applies their own lock and tag.
- Use group lock boxes if multiple workers are involved.

Verification and Work

- Test and verify that equipment is de-energised before starting work.
- Release any stored energy (e.g., capacitors, pressure systems).
- Keep keys under personal control – never share or bypass locks.
- Supervise students and untrained personnel closely.

Emergency Preparedness

- Have an emergency plan for isolation failure, electrical shock, or release of energy.
- Ensure first aiders and rescue equipment are available nearby.
- Conduct annual emergency response drills for LOTO scenarios.

After Work / Re-energising

- Remove tools and reinstall guards.
- Each worker must remove their own lock and tag.
- Confirm all persons are clear before restoring power.
- Record completion of isolation in permit and retain records as per SCU requirements.

⚠ LOTO is mandatory at SCU – no person may perform live work. Locks and tags are personal safety devices and must never be bypassed.