

HEALTH AND SAFETY BULLETIN



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Electrical Safety – Lock Out Tag Out

January 2024

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Electrical Safety Standards

PURPOSE

These bulletins are intended to share details of incidents that have occurred with our service partners as an opportunity to build awareness and share learnings to create a safer place for our workforce. We encourage you to use these documents as instruments to brief your workforce in toolbox talks as reminders of what can happen when processes aren't followed.

THE INCIDENT

Incident category: Serious Near miss

A contractor was working in an engine test cell without required safety documentation and failed to follow the LOTO procedure. Energy isolation was completed through switching off the circuit breaker and taping over the switch with electrical insulating tape and the main switch on the cabinet.

Where the 4 Steps to safety followed?

Q: Was the area safe?

A: No, increased possibility of electrocution when LOTO is not applied. Activity was stopped immediately.

Q: Was the Safe system of work suitable?

A: No. Permits, Workplace handover and specific activity Risk assessment and method statement were not issued. Permit to work was not issued by client technician. LOTO procedure was not followed by contractor.

Q: Were the tools and equipment suitable for the activity?

A: No, a LOTO device was not used nor available in the main distribution room where the isolation should be used.

Q: Were others working in area safe?

A: Yes

Lessons Learned

Ensure the LOTO process is followed by contractors and authorised personnel.

Always use standard LOTO devices to isolate power and test it at zero volts with a suitable meter.

Ensure that correct permit to work and specific risk assessments and method statements have been issued for contractor activities.



Figure 1 Missing LOTO Device to physically lock the switch in the off position

Remember the 4 Steps to safety

1. Am I in a safe place?
2. Do I have a Safe System of work?
3. Do I have the appropriate tools and equipment?
4. Are others safe?



If the response to any of the above questions is no. STOP what you are doing, and report to your supervisor.

MACRO STANDARDS

Electrical Safety Rules and Procedures – PIPIC

Permit to work

High risk activities including work on energized systems require a special internally issued permit to work (PTW).

Where a site has a resident Mechanical, Electrical and Plumbing (MEP) supplier, the PTW scheme is usually managed by the MEP supplier, although the account team must regularly review the scheme (via ongoing regular inspections and service line audits) to ensure it is being adhered to and meets Macros permit to work standard.

Where a permit cannot be issued and supervised by either a resident Macro MEP supplier or by the Landlord, then discuss with the MEP supplier managing the works remotely how these risks will be managed and then seek advice from the central QHSEW team.

PIPIC

1	P	Plan (Safety Programme/ Switching Schedule etc.)	Review the planned work including any risk assessments and method statements.
2	I	Isolate	Isolate from all sources of supply. Where practicable, prevent unauthorized connection or unauthorized operation by fixing Safety Locks at all points of isolation and visibly fix caution signs at all points of isolation.
3	P	Prove Dead	Equipment to be worked on is the equipment that has been isolated. Where practicable, prove dead with a voltage test indicator at all points of isolation and at the point(s) of work. At the points of isolation fix safety locks and caution labels.
4	I	Issue Paperwork (Permit to work etc.)	Authorised Person (AP) to issue necessary Permit to work to person in charge of work.
5	C	Confirm Dead	Where it is not practicable in step 3 to prove that the cable to be worked on is dead, the cabling to be worked on is to be spiked at all point(s) of work by the SAP/AP.

Table 1: PIPIC criteria

SHARE YOUR EXPERIENCES WITH US!

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