

Simple Isolation

(Energy Tag and Lockout)

Document number: PRO-02656

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Ver No.	Description	Document Owner		Document Approver		
		Position	Approval	Position	Approval	Approval Date
1	Original Version	Principal WHS Risks & Systems - P8320	Refer to supporting Info in REX	Head of Workplace Health & Safety - P6061	Refer to supporting Info in REX	28/09/2026

NOTE – Seqwater have updated their processes and procedures that support Energy Tag and Lockout. This procedure is part of the suite of documents that replace the Energy Tag and Lockout Procedure (PRO-00014).

This new procedure takes effect from 2 November 2026.

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1. Purpose

The purpose of this Procedure is to describe how to safely plan, implement, verify, maintain and release Simple Isolations of hazardous energy at Seqwater sites, using the Ten Isolation Control Steps.

Simple Isolations are designed to keep routine, low-complexity tasks simple, visible and reliable, while ensuring that any complex or higher-risk work is escalated to Complex or Tiered Isolation.

This Procedure must be read together with the Energy Tag and Lockout Standard ([BST-00004](#)). Where there is any inconsistency, the Standard takes precedence.

2. Scope

This Procedure applies to all Seqwater workers, including contractors and subcontractors, who perform work under a Simple Isolation, or supervise or coordinate work that relies on a Simple Isolation.

This Procedure applies to isolations of low voltage (LV) electrical equipment or non-electrical simple isolations managing mechanical, hydraulic, pneumatic, gravity, thermal and chemical energy sources. High Voltage (HV) isolations and Network isolations are out of scope and must follow the relevant Seqwater electrical or network procedures.

This Standard does not apply to Principal Contractors (PCs) however, they must still:

- follow Seqwater's Minimum Health, Safety and Environmental Requirements ([GDE-00368](#))
- meet or exceed the isolation standards established by this document and the controls established in Seqwater's Critical Controls Handbook ([MAN-00313](#))
- verify their processes are compatible with Seqwater's lock colours and interfaces to site permits and access controls.

Principal Contractor isolation processes must be confirmed during the contractor engagement and pre-start planning processes. Refer to Seqwater's Contractor Management Procedure (WHS, Env & DWQ) ([PRO-00808](#)) for further information.

3. Isolation Critical Controls

There are two critical controls relevant to Simple Isolations:

1. Isolation of energy sources (excluding electrical)
2. Isolation of all low voltage electrical sources of energy

Refer to the Energy Tag and Lockout Standard ([BST-00004](#)) for details of the performance standards for each of these controls. Key aspects of these performance standards have been included in the Simple Isolation Process outlined in section 5.

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4. What is a Simple Isolation?

4.1. When can a Simple Isolation be used?

A Simple Isolation is a low complexity, short duration isolation where:

- the hazardous energy can be controlled by:
 - unplugging a supply and locking the plug; or
 - removing an ignition key from mobile plant and securing it; or
 - operating and locking a Proved Single Point Isolator (e.g. local electrical isolator or isolation valve) and meet the minimum isolation standards of Category 1 - Positive Isolation or Category 2 - Proved Isolation in the Energy Tag and Lockout Standard ([BST-00004](#)); and
- the isolation can be fully planned, applied, verified and released by one competent worker. Where the work is electrical work or work on/near electrical equipment, isolation and proving for simple isolations must be performed by an Electrical Worker who also holds the relevant LOTO competency.

Simple Isolations do not require a full Isolation Instruction / Isolation Permit. The isolation steps must be documented in a SWMS or other approved task-based documentation for the work (such as Standard Operating Procedures (SOPs)).

4.2. Eligibility Criteria

A task may use a Simple Isolation only if all the following apply:

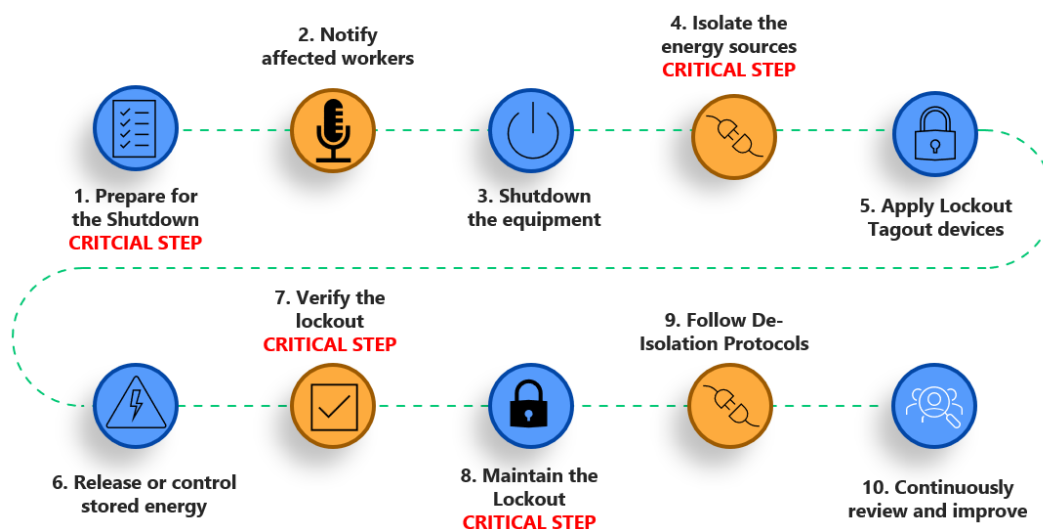
1. Energy sources envelope
 - No more than one isolation point; and
 - Isolation point is a Category 1 Positive Isolation point, or a Category 2 Proved Isolation Point which can be secured with a lock or lockable device.
2. Plant and layout
 - Isolation points are clearly labelled and local to the plant being worked on.
 - Isolation does not rely on remote SCADA, control logic, PLCs, software interlocks or emergency stops.
3. Task characteristics
 - Work is routine, low complexity maintenance or repair (e.g. small valve, small chemical dosing skid) and is not expected to extend beyond a single work shift.
 - Work does not involve intrusive hot work on pipeline networks or trunk mains, or major changes to plant configuration.

If any of these criteria cannot be met, the isolation must be treated as Complex or Tiered and managed under the relevant procedures.

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5. Simple Isolation Process – Isolation Steps

All lock out tag out activities must follow the 10 Isolation Steps established by the Energy Tag and Lockout Standard ([BST-00004](#)). Critical steps (strongest controls, highest assurance) are marked **CRITICAL STEP**. They cover planning, isolating, verifying and maintaining the Lockout.



Control Step 1 – Prepare for the Shutdown

CRITICAL STEP

Objective: Ensure the approach to conducting the isolation is suitable, risk based and understood before any plant is touched.

The worker performing the Simple Isolation must:

1. Review the work order, SWMS and any permits for the task and confirm that:
 - the task is within the Simple Isolation envelope (Section 4.2)
 - the isolation is clearly documented
 - all relevant hazardous energy sources are identified
 - required controls (e.g. PPE, barricades, line breaks, ventilation) are in place.
2. Ask "What could go wrong?" with the proposed isolation (e.g. back-feeding, incorrect valve, shared line, restart from another source) and record any additional controls in the SWMS.
3. Check that all necessary isolation devices (locks, hasps, tags, plug/valve lockouts) are available and serviceable.
4. Confirm with the Access Officer / duty operator that the plant can be stopped and isolated at the planned time.

If, during preparation, the worker is unsure whether the task fits the criteria to be a Simple Isolation, they must stop and consult an Authorised Isolator or supervisor before proceeding.

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Control Step 2 – Notify Affected Employees

Objective: Make sure everyone who could be affected by the isolation understands what will happen and when.

Before isolations commence, the worker performing the simple isolation must:

1. notify the Access Officer / Duty Operator of the planned shutdown, isolation scope, start and finish times
2. consult with other affected work groups, Principal Contractors and stakeholders on site
3. agree on the plant operating status and any constraints (e.g. supply, environmental, customer impacts)
4. confirm which permits (PASS and others) must be active before isolations start.
5. Where required, update any local status boards or shift handover tools used on the site

Control Step 3 – Shut Down the Equipment

Objective: Stop the plant in a controlled way so that it is safe to isolate.

The worker must:

1. Follow the normal operating procedure or manufacturer's instructions to stop the plant (e.g. stop button, shutdown sequence, close inlet valves before outlet, ramp-down where available).
2. Ensure all moving parts have come to a stop.
3. Confirm any alarms or indications associated with stopping the plant are understood and acceptable before proceeding.

Control Step 4 – Isolate the Energy Sources

CRITICAL STEP

Objective: All hazardous energy sources are isolated in line with the minimum isolation standards for the task utilising the approved single isolation point.

The worker must:

1. Identify and confirm the approved single point isolator adequately controls the hazardous energy identified with the work task:
 - A. Electrical Energy Isolation for Non-Electrical Work:

Apply Category 1 as preferred, or Category 2 electrical isolation if required, to remove motive power from the plant being worked on. Ensure the single isolation point selected can be secured and functionally verified that the motive power has been isolated.

- B. Electrical Energy Isolation for Electrical Work:

Apply Category 1 as preferred, or Category 2 electrical isolation if required, to de-energise the plant. Ensure the isolation point selected can be secured and be subjected to an approved test-for-dead method to verify de-energisation.

If Category 1 or 2 isolations for electrical work cannot be implemented, treat it as energised work and follow requirements specified in [PRO-00006](#) Electrical – High and Low Voltage Procedure. Category 3 isolations for electrical work are not permitted.

- C. Non-Electrical Isolations for Mechanical and Process Work

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Apply Category 1 non-electrical isolation as preferred, or Category 2 non-electrical isolation if required (and available) to prevent exposure to the hazardous energy. Ensure the isolation point selected can be secured and be subjected to functional verification suitable to the hazardous energy (e.g. Mechanical, Hydraulic, Pneumatic, Gravity, Thermal and or Chemical energy).

2. Operate the approved single isolation point for the identified hazardous energy sources to ensure the isolation is affected.
3. Confirm that the isolation point used for the Simple Isolation is:
 - a. local and clearly associated with the plant being worked on
 - b. does not rely on remote control devices (e.g. not SCADA commands, E-stops, or interlocks).

Control Step 5 – Apply Lockout and Tag Devices

Objective: Secure the isolation so it cannot be inadvertently removed.

The worker must:

1. Attach an appropriate lockout device to the isolation point:
 - For a single worker task, the worker may attach their red personal safety lock and personal danger tag directly to the isolation point or lockout device.
 - Where there are multiple workers, a hasp should be used. Each worker attaches their red personal safety lock and personal danger tag onto the hasp.
 - Where the proven isolation point cannot be secured, the simple isolation process cannot be used, and a complex isolation should be implemented to ensure a more expansive isolation can be secured in place.
2. Confirm that any existing tags (e.g. Out of Service tag) are understood and compatible with the Simple Isolation.

Control Step 6 – Release or Control Stored Energy

Objective: Ensure all stored energy is either safely dissipated or physically restrained.

The worker must:

1. Identify any potential stored energy (e.g. pressure, gravity, springs, rotating parts, residual electrical charge).
2. Safely release stored energy where possible, for example:
 - drain pressure from process lines (e.g. open drain or vent valves to a safe location)
 - depressurise pneumatic lines
 - discharge capacitors and isolate batteries
 - allow rotating equipment to come to rest.
3. Where stored energy cannot be dissipated, physically restrain it, for example:
 - chock wheels of mobile plant
 - block or prop raised components
 - secure counterweights or springs.
4. Consider the impact of releasing energy (e.g. noise, splashing, environmental release) and implement any additional controls required (PPE, barricading, environmental controls).

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Control Step 7 – Verify the Lockout**CRITICAL STEP**

Objective: Prove that the isolation is effective for all relevant energy sources before work starts.

The worker must personally verify the isolation by:

1. Confirm isolation device and red locks are in place on the correctly identified isolation point
2. Perform the correct verification requirements for the energy type and work type:

A. Electrical Energy Isolation for Non Electrical Work:

Apply a functional verification test to ensure all motive power has been removed. Try-start testing should be performed for each start mode available for the plant (local, remote, auto starts). Ensure the isolation point is appropriately secured during the functional verification test.

B. Electrical Energy Isolation for Electrical Work:

Ensure a competent person (Electrical worker) applies an approved test-for-dead (live-dead-live) method to verify the plant has been de-energised.

C. Non-Electrical Isolations for Mechanical and Process Work

Apply a functional verification test to ensure the specific hazardous energy exposure is removed.

3. Document the verification method and result in the SWMS or task documentation. If the isolation does not behave as expected at any point, the worker must:
 - stop, maintain a safe condition
 - advise the Access Officer and their supervisor; and
 - re-assess the isolation with an Authorised Isolator. The job may need to be upgraded to Complex/Tiered isolation

Control Step 8 – Maintain the Lockout**CRITICAL STEP**

Objective: Keep the lockout effective for the entire duration of the work.

During the work, the worker (and supervisor where relevant) must ensure that:

1. Personal locks stay in place whenever a worker is relying on the isolation for their safety. Workers remove their red lock only when they are no longer exposed to the hazard.
2. For multiple worker jobs, each worker attaches their own red lock and tag to the same hasp on the isolation point before starting work and removes it when they stop work.
3. The isolation remains clearly identified and accessible:
 - tags remain legible and attached
 - access routes to isolation points are kept clear.
4. If the job scope or risk changes or becomes more complex (e.g. additional energy sources identified, work extends beyond the shift), the isolation must be reviewed and, if required, re-classified as Complex or Tiered.
5. Break-in work (pauses) within the same shift (e.g. lunch, short delays):
 - workers keep their red locks on the isolation point while they remain part of the work group and will return to the task that day; or

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- if a worker will not return that shift, they remove their red lock and are no longer part of the work group.

For jobs that clearly cannot be completed within one shift or will involve different workgroups, the work shall be planned and executed under a Complex or Tiered isolation rather than Simple.

Control Step 9 – Follow De-Isolation Protocols

Objective: Safely remove isolations and reinstate the plant.

When work is complete and it is safe to return the plant to service, the worker must:

1. Housekeeping
 - confirm all tools, materials and temporary equipment are removed
 - confirm guards and safety devices are correctly refitted
 - ensure the work area is clear and safe for operation.
2. Check readiness
 - confirm all work (including any testing) is complete
 - verify that all workers have finished work on the plant and are clear of danger zones.
3. Remove personal locks
 - each worker removes their own red lock and personal danger tag from the hasp or isolation point.
 - the worker who applied the isolation must be the last to remove their lock, after verifying all others are removed.
4. De-isolate and reinstate
 - restore isolation points to normal operating position in a controlled manner (e.g. open valves in correct sequence, re-energise according to operating procedure)
 - re-start the plant in a controlled way and check for normal operation and leaks/abnormal conditions.
5. Notify and hand over
 - inform the Access Officer / duty operator and any affected workers that the plant has been reinstated
 - update any status boards or shift handover tools.

Where the plant is not safe to be returned to normal operation (e.g. awaiting further work, defective equipment), the worker must:

- clearly communicate this to the Access Officer and supervisor, and
- apply a yellow Out of Service lock/tag in line with the Energy Tag and Lock Out Standard ([BST-00004](#)) and site practice (no workers are permitted to rely on this as their personal protection).

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Control Step 10 – Continuously Review and Improve

Objective: Capture learning from Simple Isolations to improve the LOTO system.

After the job, the worker and supervisor should:

1. Discuss what worked well and what could be improved in the Simple Isolation process (e.g. clarity of isolation points, adequacy of verification steps).
2. Report any:
 - incidents, near misses or hazards related to isolation in Protecht
 - issues with plant labelling, drawings or isolation hardware to the relevant team responsible.
 - situations where a Simple Isolation had to be changed to Complex/Tiered isolation to a supervisor.
3. Raise improvement ideas through existing channels (e.g. Protecht hazard reports, HSW&E Regional Committees, toolbox talks, local improvement forums) so trends can be reviewed and recommendations made to update the standard, procedures or training.

6. Simple Isolation Equipment

For Simple Isolations, the following equipment is used:

- **Red Personal Safety Locks** – each worker uses their own red lock for personal protection. Red locks are the primary control for Simple Isolations.
- **Personal Danger Tags** – attached to each red lock to show who applied it and how to contact them.
- **Hasp** – used where multiple workers are working under the isolation. Each worker applies their own red lock and personal danger tag to the hasp.
- **Lockout devices** – such as plug lockouts, valve lockouts or hasps attached directly to the isolation point.
- **Yellow Out of Service (OOS) Locks/Tags** – used only when plant is taken out of service and no active workgroup is relying on the isolation (e.g. defective equipment parked up awaiting repair). They are not utilised as an isolation control when work is to be conducted on that plant.

Lock boards are **not used** for Simple Isolations, even when multiple workers are involved; a hasp at the isolation point is used instead.

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7. Definitions

Refer to the Energy Tag and Lockout Standard ([BST-00004](#)) for definitions relating isolations. The following definitions are included to give context to the Simple Isolation process.

Term	Definitions
Proved Single Point Isolator	A local isolating device (e.g. switch, valve) that has been demonstrated, through commissioning and/or prior service, to reliably isolate a single energy source to the relevant plant. Can be category 1 Positive or Category 2 Proved.
Simple Isolation	An isolation with no more than one isolation point and the isolation point is a Category 1 – Positive Isolation point, or a Category 2 – Proved Isolation Point and verified by a single competent worker without an Isolation Permit and documented in a SWMS.

8. Roles and Responsibilities

This section supplements the roles defined in the Energy Tag and Lockout Standard ([BST-00004](#)).

Role	Responsibility
Access Officer (or Duty Operator)	The Access Officer (or duty operator) must: - coordinate Simple Isolations with plant operations (e.g. sequencing pump stops, managing process changes) - be contacted before isolation and de-isolation to confirm it can proceed without unacceptable operational impact - update any local boards or systems used to track plant status.
Authorised Isolator	For Simple Isolations an Authorised Isolator must on request: - confirm the task is within the Simple Isolation envelope, or direct that it be managed as Complex/Tiered - review or help develop the job plan and/or SWMS to ensure: - all energy sources are identified and controlled - the isolation method and verification steps are suitable - operational impacts are understood and managed - provide advice if the worker encounters unexpected conditions or plant response.
Line Supervisor	The line supervisor must: - ensure workers are competent and authorised to perform Simple Isolations - confirm that risk assessments, SWMS and other permits reference the Simple Isolation and its verification steps - monitor the job and intervene if the scope, risk or duration changes such that Complex/Tiered isolation is required.

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Role	Responsibility
Worker Performing a Simple Isolation	Workers who perform a Simple Isolation must: • be trained and competent in energy tag and lockout and this Procedure • hold any required licence or trade qualification (e.g. electrical, mechanical) for the work • contact access officer prior to commencing any isolations or de-isolations • personally plan, install, verify, maintain and release the isolation in line with the Ten Isolation Control Steps. • attach and remove only their own red personal lock and tag • stop work and escalate if they are unsure whether the Simple Isolation is appropriate, valid or effective.

9. Training and Competency

Refer to the Energy Tag and Lockout Standard ([BST-00004](#)) for details of training and competency requirements for Simple Isolations.

10. References and Related Materials

Description	Location
BST-00004 Energy Tag and Lockout Standard	REX
GDE-00368 Principal Contractor Minimum Health, Safety and Environmental Requirements Guideline	REX
MAN-00313 Critical Controls Handbook	REX
PRO-00006 Electrical – High and Low Voltage Procedure	REX
PRO-00808 Contractor Management Procedure (HSW, Env & DWQ)	REX
PRO-02657 Complex Isolation Procedure	REX
PRO-02658 Tiered Isolation Procedure	REX

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