LOTO (Lock-out Tag-out)

Isolation & verification training

This course is applicable to personnel who are required to isolate energised plant or systems using LOTO – lock out, tag out work methods which include using prescribed documents, verification of isolations and returning equipment to service following LOTO. This course is also suitable for those required to supervise, manage, or provide safety role support to those workers.

This course addresses legislative requirements including reporting & risk management, human factors including personal responsibility, LOTO equipment and isolation verification and the practical operation of nominated LOTO devices in a range of scenarios.

Training is contextualised for the industry sector where course is delivered, in a range of environments.

This is a competency-based industry training course that may provide PCBU's and principal contractors with evidence of meeting parts of their general duty to ensure the workplace health and safety of themselves, workers, and other persons. This duty includes ensuring any person required to conduct LOTO procedures is deemed competent through the provision of sufficient information, instruction & training. The skills taught and assessed in this course are applied in accordance with Commonwealth and State/Territory legislation & guidance, Australian/New Zealand standards and industry codes of practice.

Competency-based training and assessment

This course is delivered and assessed on behalf of Heightsafe Solutions by Jon McQuade.

Call 1300 556 732 I sales@hssjmq.com I **www.heightsafesolutions.com.au**

Competency based training – LOTO training

Outcome

The outcome below will be awarded to successful participants in this course. The competency-based training certificate will be issued by Heightsafe Solutions by Jon McQuade.

LOTO Isolation Trained Operator

Course Delivery

This course may be delivered in the workplace or in a suitably equipped training centre

Course Duration – 4 hours (nominal)

Delivery method – face to face (full course)

Maximum class size – 10

Course handouts – LOTO Operator Guide

Course cost - **$2400** ex GST

 *Travel / accommodation costs may apply. After Hours/Public Holiday + 50%

What happens at the course?

Learning Activities

Delivery of course information and learning activities.

Assessment Activities

Assessments conducted during face-to-face training session(s) include:

Performance Tasks – Prepare for & undertake LOTO process & procedures

- Determine coordination requirements with all relevant personnel during isolation activities
- Sets up and maintains safe LOTO station
- Arrange isolations with relevant personnel
- Place appropriate LOTO protection on nominated plant or equipment (may be simulated)
- Verifies isolation with authorised person (may be self)
- Completes isolation documents according to company requirements
- Completes sign on and off requirements according to company requirements
- Completes equipment handover using approved method according to company requirements
- Engages in a team safety meeting with relevant personnel involved in LOTO plan
- Nominates local team and site safety personnel for emergency situations
- Determine any coordination requirements with relevant personnel prior to commencing and during de-

isolation procedure and activities

- Verifies that work has been completed and equipment or plant is ready to return to service

- Verifies all personnel are in a safe zone prior to deisolating equipment

- Remove locks and tags from isolation devices according to the LOTO procedure and company requirements

- Check isolation permits or documents have been signed off and completed

- Restores or authorises restoration of power according to company requirements

- Make safe, document and report any hazardous situations according to company requirements

Documentation – The student must complete all documentation according to the required standard:

- Review and sign on to JSA / SWMS for the training

- LOTO documents according to company requirements

- Isolation tags according to company requirements

- Incident report according to company requirements

Theory assessment -   There is a LOTO verification worksheet with three scenarios assessment requiring a 100% complete / correct outcome to be deemed as satisfactory performance

Other evidence collection –Trainer / assessor will complete an observation checklist detailing the required performance outcome for each student. We collect video and picture evidence of task completions which are stored securely with the training records of that session. Please let us know beforehand if there may be security or personal issues with us collecting this type of evidence.

Flexible Delivery - Course content and practical exercises may be modified to best reflect current work environment, equipment used, safety documentation and personal learning preferences.

Entry Requirements

An individual undertaking this course with us will need to demonstrate the following to be eligible for entry:

- Physical capability to be able to meet the demands of the practical demonstration skills

- Evidence of having undertaken risk management training e.g. White card or Trade certificate

- English language communication skills in reading, writing and spoken language equivalent to ACSF L1 – to find more information on the Australian Core Skills Framework Levels go to https://research.acer.edu.au/cgi/viewcontent.cgi?article=1011&context=transitions_misc for assistance with Literacy go to The Reading writing Hotline: https://www.readingwritinghotline.edu.au/

Assessment Requirements

Individuals undertaking this course will be expected to complete all practical assessment tasks.

Certificate Renewal Requirements

No industry recommended renewal is currently identified for this competency-based training.

Employers are recommended to consult with stakeholders to identify appropriate training periods. However, as a guide, we recommend a maximum interval for industry refresher training every three years in order to maintain satisfactory levels of competence and remain up to date with changes in company documents, procedures and isolation equipment and company plant / energy systems.

Course Fees and Payments

- **Refund and fee protection policy** – Please refer to our Training Fees Refund Policy on our website.
- **Payment Terms** – Payment for individual participants is upfront, group booking payment terms are based on agreement between the client and Heightsafe Solutions.

Learners Rights, Responsibilities and Support, including Complaints

Enrolments to this course are made electronically with Heightsafe Solutions by Jon McQuade through our Training Desk.

You must provide a USI.

Please refer to the student handbook located on our website www.heightsafesolutions.com.au for all details relating to rights and responsibilities including complaints and appeals.

Contact details

Heightsafe Solutions by Jon McQuade, Barrack Point NSW 2528

Call 1300 556 732 I sales@hssjmq.com I www.heightsafesolutions.com.au

ABN: 854 282 78127