

Presentation Instructions

Who is this presentation for?

The trainer and learners.

What is in this Presentation?

- Course information that matches the Learner Guide content.
- Review questions and model answers.
- Slides contain summarised content, with full notes and information for the trainer, visible when the slide show is shown in "Presenter View" (see instructions on next slide).
- Use this presentation to support and reinforce the training information from the Learner Guide.

What do you need to do before you use it for the first time?

1. Rebrand the presentation.
2. Review the presentation as part of your validation process.

Evaluation Content

Instructions for Viewing in Presenter View

NOTE: This view is only applicable when the computer is connected to a second screen or a data projector.

Once the second screen/projector is connected make sure that the "Use Presenter View" box is ticked.

This is found in the "SLIDE SHOW" tab as shown below.



RIGSAM2021

ISOLATE AND ACCESS PLANT



TRAINING
PRESENTATION

Evaluation (EQU)

Training Presentation Sections

Click on a box to go to that section.



Section 1: Prepare to Isolate Plant



Section 2: Isolate Plant



Section 3: Complete Permit & Return to Service

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Section 1: Prepare to Isolate Plant



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1.1 Introduction

These training materials are based on the unit of competency **RIISAM202E Isolate and Access Plant.**

You will learn about:

- ◆ Planning and preparing to isolate and access plant.
- ◆ Isolating the plant.
- ◆ Completing permit-to-work forms.
- ◆ Returning plant to service.



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1.2 Site Policies and Procedures

You must follow all safety rules and instructions when performing any work. If you are not sure about what you should do, ask your boss or supervisor. They will tell you what you need to do and how to do it in a safe way



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1.2.1 Access Site Policies and Procedures

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1.2.1 Access Site Policies and Procedures

Operations documentation includes:



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Site Details - The information and safety requirements of the workplace environment (where you will be working).

Hazard Details - Any hazards in the work area or related to the work. This could also include instructions on how to handle dangerous or hazardous materials.

Task Details - Instructions of what the work is or what you will be doing (this can include diagrams or plans). Also instructions on how to safely do the job.

Faulty Equipment Procedures - Isolation procedures to follow or forms to fill out.

Signage - Site signage tells you what equipment you need to have, or areas that are not safe to be in.

Emergency Procedures - Instructions on what to do in emergency situations, for example if there is a fire, accident or emergency where evacuation or first aid is needed.

Equipment and Work Instructions - Details of how to operate plant and

equipment and the sequence of work to be done.

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1.2.1 Access Site Policies and Procedures

Your worksite will also have instructions for working safely including:

- ◆ Emergency procedures, including using fire fighting equipment, first aid and evacuation.
- ◆ Handling hazardous materials.
- ◆ Safe operating procedures.
- ◆ Personal protective clothing and equipment.
- ◆ Safe use of tools and equipment.



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1.2.2 Emergency Procedures

Emergency procedures are designed to keep everyone safe while they work. They are specific instructions on what to do in emergency situations, for example where evacuation or first aid is needed.

Emergencies may include:

- ◆ Fire.
- ◆ Emergency evacuation.
- ◆ Incidents or accidents that result in damage or injury.
- ◆ Electrical shock.



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The emergency procedures you use and how you respond will depend on the type of emergency or hazard that is identified by you or other workers on site.

Emergency procedures will vary depending upon the worksite. These procedures could include:

- ◆ Emergency shutdown.
- ◆ Evacuation.
- ◆ First aid.
- ◆ Fire fighting.



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- ◆ First aid.
- ◆ Fire fighting.

1.2.2.1 Evacuation

Things to remember are:

1. Keep calm.
2. Move away from the danger to a designated evacuation point, sometimes called an emergency assembly area.
3. Do not let other people into the area.
4. Call emergency services in accordance with workplace procedures and policies.



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1.2.2.2 First Aid

First Aid is the quick care given to an injured or ill person.

Every site will have a First Aid Officer. If somebody needs first aid you must tell your supervisor or First Aid Officer.

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1.2.2.3 Fire Fighting

Fire fighting equipment on site could be anything from small fire extinguishers through to large water cannons. Different fire fighting equipment should be used for different types of fire. Always check the equipment for information on what type of fire it can be used on.



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1.2.2.3 Fire Fighting

Steps for using a fire extinguisher:

1. Evacuate the area.
2. Isolate the area.
3. Call emergency services or other designated on site procedure.
4. If it is safe to do so, use an extinguisher to attempt to control the fire using the **PASS** system.

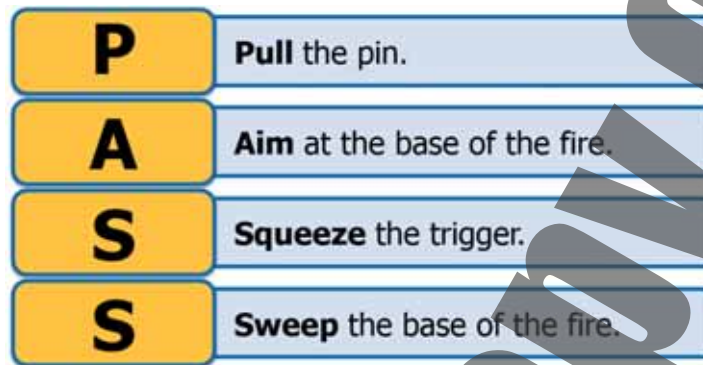


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P - Pull the pin.

A - Aim at the base of the fire.

S - Squeeze the trigger.

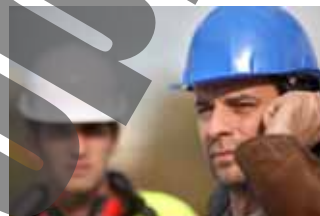
S - Sweep the base of the fire.

1.2.2.3 Fire Fighting

Contact your site emergency management team as soon as possible and call the fire brigade on 000.

Make sure that you are aware of and can follow your site's emergency actions and procedures.

Your site should have regular training and drills to help you become familiar with what you might need to do if an emergency occurs.



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Section 1 Review Questions

1. List three (3) things that may be included in 'operations documentation'

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Answer may include but is not limited to:

- ◆ Site details.
- ◆ Hazard details.
- ◆ Task details.
- ◆ Faulty equipment procedures.
- ◆ Signage.
- ◆ Emergency procedures.
- ◆ Equipment and work instructions.

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