

RIISAM202E

Learner Guide Instructions

Who is this document for?

The learner.

What is in this document?

- Course information that matches the PowerPoint presentation.
- Review questions.
- Practical assessment instructions for learners.

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

1. Rebrand the document.
2. Review the document as part of your validation process.
3. Set the reading and test time limits that are highlighted in pink at the end of the document.

See the 'Read Me First' document for a complete set of instructions on how to use these resources.



LEARNER GUIDE

RIISAM202E Isolate and Access Plant

Learner Name:	
Learner ID:	
Learner Contact Number:	
Learner Email Address:	
Date Training Commenced:	

This Book Contains:

- ☐ Course Information.
- ☐ Review Questions.
- ☐ Practical Assessment overview and Instructions.

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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.



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.

1.2.1 Access Site Policies and Procedures

Before starting your work you need to make sure you have access to all operations documentation for the job. This will help you to do your work in the safest way and make sure all work is compliant.

Operations documentation includes:

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 on 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.

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.



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.

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.



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.

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.

Do not try to give first aid if you have not been trained.



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.



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.

The **PASS** system:

P	P ull the pin.
A	A im at the base of the fire.
S	S queeze the trigger.
S	S weep the base of the fire.

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.



Review Questions

1.	List three (3) things that may be included in 'operations documentation'	<input type="checkbox"/>
<div>1.</div> <div>2.</div> <div>3.</div>		
2.	What emergency procedures will vary depending on the worksite?	<input type="checkbox"/>

1.3 Work Instructions

You need to be clear about what work you will be doing. Make sure you have everything about the job written down before you start.

This includes what you will be doing, how you will be doing it and what plant and equipment you will be using.



1.3.1 Following Work Instructions

Make sure you have all of the details about where you will be working. For example:



The Site – Is there clear access for all equipment? Are there buildings, structures, facilities or trees in the way? What are the ground conditions like?

The Weather – Is there wind, rain or other bad weather? Is it too dark?

Facilities and Services – Are there power lines or other overhead or underground services to think about?

Traffic – Are there people, vehicles or other equipment in the area that you need to think about? Do you need to get them moved out of the area? Do you need to set up barriers or signs?

Hazards – Are there dangerous materials to work around or think about? Will you be working close to power lines or other people?

You also need to make sure you have all of the details about the kind of work you will be doing:

The Task – This may include safety instructions. What will you be doing? Will there be any special equipment needed?

Plant and Equipment – What type of plant and equipment will be used? Is the equipment available?

Communications – How are you going to communicate and coordinate with other workers?

Procedures and Rules – Do you need any special permits or licences? Are there site rules that affect the way you will do the work?



1.3.1.1 Reading and Checking Your Work Requirements



All work needs to follow worksite, environment, and company safety procedures.

Procedures and instructions help to make sure that all work is done in a safe way, without damaging equipment or putting people in unsafe situations. They also help to make sure that work is done in the correct order and doesn't interrupt or get in the way of other work that is happening on the site.

Your work instructions will tell you the safest way to do the job, and the equipment that you will need to use. It is a good idea to check your work instructions with your boss or supervisor to make sure you know exactly what you need to do.

If you don't know where to get your instructions or you can't understand them, you can ask your boss or supervisor. They will tell you where to find your work instructions and explain what they mean. You need to ensure that you understand your work instructions before starting your work.



1.3.2 Coordination with Others

Most work that happens on a worksite involves teamwork. This includes organising who you need to work with before, during and after an isolation activity, and working out how you will work together with these people to complete your activities safely and on time.

It is important to coordinate with other workers on site to make sure everyone knows:

- ◆ What is going on.
- ◆ What you are planning.
- ◆ What they need to do.
- ◆ What has happened.



All workers on site must understand their own role and the roles of others before starting isolation work. It helps to make sure the work is done safely and efficiently. Before you start any de-isolation activities you need to ensure that you coordinate with all other workers involved. This may include:



- ◆ Working with other people to identify hazards, and takes suitable actions to deal with them.
- ◆ Making sure all equipment, resources and workers are available for the task.
- ◆ Ensuring all paperwork is completed and that the appropriate personnel are informed.
- ◆ Talking with others to check that their work has been completed as appropriate.

Workers you may need to coordinate with includes:

- ◆ Control centres.
- ◆ Mobile plant operators.
- ◆ Processing plant operators.
- ◆ Maintenance workers.
- ◆ Water truck/cart operators.
- ◆ Service vehicle operators.
- ◆ Crane and float operators.
- ◆ Contractors.
- ◆ Inspectors, both internal and external, including WHS, environmental and quality assurance officers.
- ◆ Supervisors and Team leaders.
- ◆ Site visitors and others as needed.



Once you start the isolation activity, you can then work together confidently and effectively, as you will understand your role, other people's roles and how you must combine these to complete the activity.

1.3.2.1 Communication and Coordination Techniques



It is important that all communications that happen at work are clear, to the point, easily understood and meet the requirements of site rules, policies, and procedures. Having clear communication avoids issues and accidents while work is being completed. Using the right communication method helps to make sure that the information is passed on quickly and accurately.

Coordinating and communicating with others on site can happen in many ways. These may include:

- ◆ **Hand signals** - Each site will have different signals for different activities or messages. It is necessary for you to know the appropriate signals for the site you are currently working on, not the signals for a previous site.
- ◆ **Two-way radios** - Avoid excess noise, keep language clear and make sure reception is clear.
- ◆ **Talking face to face** - Speak clearly using appropriate terminology.
- ◆ **Other site-specific methods** - Follow your workplaces procedures and use appropriate terminology



When starting on a new site, always clarify what the signals or communication techniques are.

Review Questions

3.	What details about the work area can you get from your work instructions?	<input type="checkbox"/>

4.

List four (4) people you might be required to communicate with to coordinate your work?

☐

1.

2.

3.

4.

5.

Why is it important to coordinate with other workers on site before, during and after isolation activities?

☐

6.

What are three (3) different ways to communicate on the work site.

☐

1.

2.

3.

1.4 Identify and Record Plant Details

All work needs to follow worksite, environment and company safety procedures.

Before you can start any activities you will need to:

- 1 Identify what plant items are on site.
- 2 Identify which items you are working on.
- 3 Confirm with the appropriate personnel the item you are dealing with.
- 4 Identify the status of the plant item.
- 5 Confirm the works that need to be completed.

In order to complete these activities you might need to gather appropriate information from a variety of areas. The information that you could gather to assist you includes:



- ◆ Permit checklists.
- ◆ Plant manufacturers' instructions.
- ◆ Workplace procedures.
- ◆ Plant service charts.
- ◆ Access registers.
- ◆ Plant operators' manuals.
- ◆ Safety data sheets.
- ◆ Communication registers.
- ◆ Other workplace-specific documents.

It is important that these documents are kept up-to-date, and that you know how to find them in the workplace.

1.4.1 Types of Plant

The common types of plant you will normally be working with include:

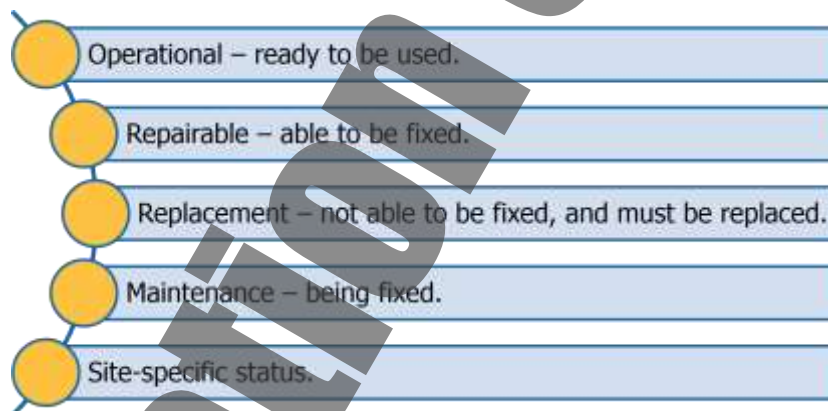
- ◆ Mobile plant.
- ◆ Bucket wheel-chain excavators.
- ◆ Stackers.
- ◆ Mobile slew conveyors.
- ◆ Hoppers.
- ◆ Conveyors.
- ◆ Pumps.
- ◆ Loading units.
- ◆ Bunkers.



1.4.2 Plant Details

One of your tasks will be to identify the status of the plant. This means working out if the plant is ready to be used for workplace activities.

The status of the item could be:



If the item cannot be used for activities, it is most likely waiting for isolation and repair or assessment.

When identifying the status of plant, always follow the requirements of your site and the procedures that have been developed to guide you through the process.

Once you have identified what items of plant you are working with, you will need to identify all of the appropriate operational and maintenance procedures that apply to each item.

These procedures should be contained in the workplace records for the item, but could also be included in maintenance documents and other documents for standard operating procedures.

Each item will have different procedures that apply depending upon the type of plant, the type of equipment being used and the reason for it needing maintenance or isolation.

Once you have worked out the procedures to be applied for the item of plant you are working with, you will need to record these details in the manner set out by your worksite.



You could record the details in:

- ◆ Running sheets.
- ◆ Daily logs.
- ◆ Diary entries.
- ◆ Machinery logs.
- ◆ Plant logs.
- ◆ Other selected formats.

There will be different recording requirements to suit each worksite. You need to confirm how these records are to be kept on your site.

Review Questions

7.	What does identifying the status of plant mean?	<input type="checkbox"/>

1.5 Hazard Identification and Control

Before you start work, you need to check for any hazards or dangers in the area. If you find a hazard or danger you need to do something to control it. This will help to make the workplace safer.

