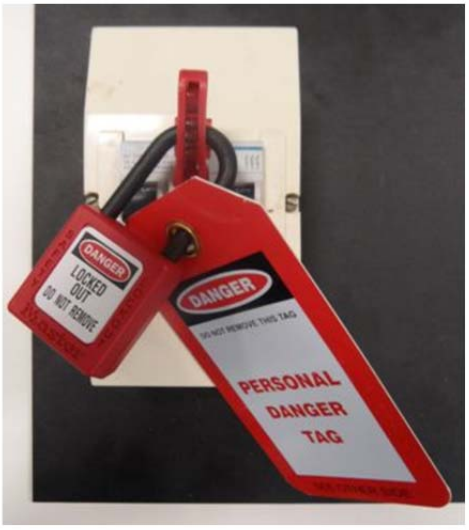
# Isolation Lock Out Tag Out

## HSEQ Operational Procedure

## What this procedure describes

How to control energy hazards such as electrical and mechanical hazards, effectively using isolation, lock out and tag out techniques.




## Why it is required

- This procedure covers requirements provided in WHS Act, Regulations, Codes of Practice and organisational policies and procedures, includingTasNetworks Power System Safety Rules.
- The procedure supports the vision of Zero Harm – no injuries to people and no adverse impact on the environment.

## Who it applies to and when

This procedure applies to TasNetworks employees, contractors, subcontractors and everyone working for or on behalf of TasNetworks.

| Authorisation | |
|---|---|
| Issue date | 1/12/2016 |
| Authorised by | HSETC Group Leader |
| Review Cycle | 3 years |

| Revision History | |
|---|---|
| **Date** | **Revision Details** |
| 25/05/2012 | Original Issue |
| 1/12/2016 | Transferred to TasNetworks style and updated |
| | |
| | |
| | |

# Table of Contents

# 1. Core procedure components

The core components of the TasNetworks' Isolation, Lock Out, Tag Out, Procedure is to ensure:

- Identification of all energy sources and positive and verifiable methods of isolation;
- Completion of a Job Risk Analysis (JRA) for all work, including isolation, lock out and tag out activities – if not already documented in a switching sheet or isolation sheet (Protection and Control);
- Implementation of controls (in line with the Hierarchy of Control) and documentation on the JRA;
- Trained staff, to the appropriate level, in 'Isolation, Lock Out, Tag Out
- Inclusion of the isolation, lock out and tag out process within the internal audit program, and maintenance of readily available audit records.

# 2. How to use the procedure

When equipment needs to be isolated, this procedure must be read in conjunction with any other approved Work Practice for the task(s) and any existing risk assessment(s) and instruction(s) for the particular item of equipment.

The effectiveness of isolation procedures relies on:

- Isolation points being accessible, readily available, and suitable for the type of isolation being conducted;
- Provision of necessary isolating hardware;
- Well documented isolation work practices accessible to workers in the workplace;
- Provision of instruction, information and training of workers involved with the equipment; and
- Appropriate monitoring and supervision to ensure safe work practices are followed.

## 3. General Isolation, Lock Out, Tag Out steps for equipment

| | |
|---|---|
| Isolation Planning | Identify energy sources and location of isolation points. Where required, document and submit relevant requests e.g. Request to Alter Distribution System (RADS) or Plant Restriction Outage Management System (PROMS) to the Network Operator. |
| Consultation | Consult isolation activities with any affected persons as appropriate. |
| Conduct Risk Assessment (JRA) | Complete a JRA and include isolation activity(s)/ control(s) if not already documented on an approved log e.g. switching sheet or isolation sheet. Identify any other sources of energy that may create a hazard and implement controls. |
| Securing the Isolation | Implement approved method(s) for securing the isolation (e.g. lock and key). Locking the isolating device, where practicable, and other methods such as removing and tying back relevant conductors and earth to protect the person(s) carrying out electrical work. |
| Tag the isolation | Tag all Isolation points and/or defective equipment; and provide the appropriate information on the tag as instructed. |
| Test the isolation and verify | Test to confirm the relevant sources of energy have been de-energised and/or isolated. |
| Re-visit JRA and sign onto Access Authority, if | Re-visit the existing JRA. If conditions changed or if work is to be done by a crew that was not directly involved in the activity of isolation, another JRA must be documented and the conditions of Access Authorities where required must be discussed and signed. |
| Works | Carry out work on isolated equipment. |
| Complete work on isolated equipment | Complete all work as instructed. Sign off applicable Access Authorities. Conduct tests to their entirety and restore supply to isolated plant as instructed. |

Monitor the effectiveness of controls for the duration of the work. Stop work, re-visit the JRA If additional hazards and or risks arise and apply controls.

Monitor controls for effectiveness

## 3.1 Requirements for securing isolation

For work on equipment, ensure that:

- The correct point of isolation is identified and documented on an approved log e.g. switching sheet;
- An appropriate means of isolation is used; and
- The supply cannot be inadvertently re-energised or become operational while the work is carried out.

A fundamental principle is that the point of isolation is under the control of the worker(s) who is/are carrying out the work on the isolated equipment.

The isolation shall be secured by locking off and tagging the equipment in accordance with Sections 3.2 to 3.15 of this procedure.

## 3.2 Locking off isolation points

The minimum methods to be fitted to isolation points to prevent harm to workers and customers will be control mechanisms that:

- Prevent equipment from being inadvertently re-energised;
- Can only be engaged or disengaged by a deliberate action; and
- Can withstand conditions that could lead to the isolation failing e.g. vibration and/or weather.

Appropriate control mechanisms may include: switches with a built-in lock and lock-outs, circuit breakers, fuses and safety lock-out jaws (sometimes called multi-lock hasps).

In addition, all isolation points must be locked off with either: an existing Transmission or Distribution Switchgear lock, Distribution lock, or Personal isolation lock to secure the isolation where possible.

Isolation may also be secured by removing and tying back the connections.

## 3.3 Alternative locking controls

Where a Transmission or Distribution Switchgear lock, Distribution lock, or Personal isolation lock cannot be fitted to equipment or TasNetworks isolation kit devices, alternative controls must be used.

This may include an additional component, for example a cable tie (zipped up tight), clip, screw, bolt or pin that can be inserted to prevent the isolation control point from being operated. These types of controls must be used in conjunction with additional control measures, including the mandatory application of a tag, for example: Danger tags, Hazardous or Unusual Condition tags and Access Authority.

## 3.4 Transmission/Distribution isolation (power system apparatus)

Transmission/ Distribution isolation includes both mechanical and electrical energy and must be done as per and within the scope of PSSR.

## 3.5 Transmission substation switchgear locks

Switchgear can only be operated and isolated by an authorised Field Operator. Devices used as Isolation points in Transmission Substations each have their own individual uniquely keyed locks. The keys are labelled and displayed on a mimic keyboard in the Substation control room. Once the device has been isolated the keys used for isolation are secured and placed on the permit area of the mimic keyboard. Isolation keys can only be accesses by an authorised Field Operator.

## 3.6 Distribution switchgear locks

Distribution switchgear locks are required to secure switchgear status within a restricted area, for example, building type distribution substation.

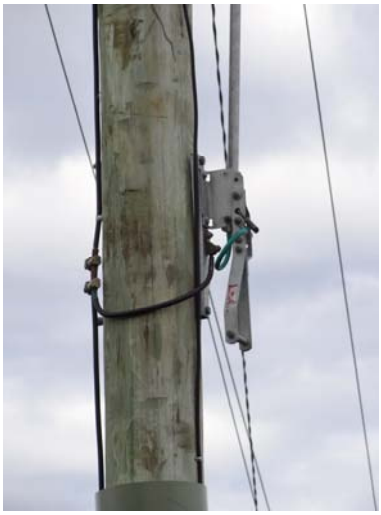
Distribution switchgear keys must be issued to all workers authorised to operate distribution switchgear.

There are two types of distribution switchgear locks. They are coded as:

- LSW (Launceston switchgear lock)
- HSW (Hobart switchgear lock).

Each distribution switchgear key must be uniquely numbered to reference the owner on the key register.

## 3.7 Distribution locks



Distribution lock keys must be issued to all workers authorised to access a restricted area, for example, pole top air break switch or ground mounted substation.

They are categorised as:

- Urban Zone Substation (HZ)
- Distribution Subs Hobart (e.g. HS145)
- Distribution Subs Launceston (e.g. L284)
- Distribution Subs Rural (RD or RS)

Each Urban Zone Substation key has is uniquely numbered to reference the owner on the key register.

For each of the other keys, the register may reference the numbered key issued to the owner.

To be issued a key for distribution subs locks and/or distribution switchgear locks (HSW, LSW), a restricted area key application form (see Appendix A Restricted area key application form) must be submitted to Works and Service Delivery Asset Area Management. The form is subject to approval by the Asset Steward.

## 3.8 Low voltage service isolation (customer)

Low voltage isolation must be done in accordance with TasNetworks approved standards and guidelines.

**Fuses**

Fuses must be removed and the fuse holder returned to the original location and tagged.

**Switches**

Switches used for isolation need to be secured with a device in the open position that requires a deliberate action to engage or disengage it. The securing device needs not be an integral part of the switch.

Where provision exists on equipment or TasNetworks provided devices, a red personal isolation lock needs to be used to secure the isolation, but where provision for a lock does not exist, alternative controls (Section 3.3 of this procedure) need to be used in conjunction with tagging procedures.

**Personal isolation locks (RED)**


Personal isolation locks are red in colour and issued to individuals who need to lock out electrical and mechanical energy sources where a lock is not provided. Personal isolation locks need to be uniquely keyed and have the name and employee number of the holder.

These locks have only one key and no master key. The locks must be registered locks to prevent duplication.

## 3.9 Mechanical isolation

Mechanical isolation needs to be done in accordance with TasNetworks approved standards and or specific equipment instruction.

Mechanical Isolation includes but not limited to: gates, valves, mechanical linkages, rotating and linear actuating equipment and pressure vessels.

The energy of equipment needs to be isolated to prevent uncontrolled movement or release of energy, including all auxiliary supply.

All isolation devices must be designed to withstand the hydraulic, pneumatic, or mechanical energy.

All isolation points need to be restrained in position by a red personal isolation lock where provision exists. Otherwise, alternative controls (sec. 4.4 of this procedure) need to be used in conjunction with tagging systems.

## 3.10 Group isolations

If more than one person is working on the same de-energised equipment that is not under an Access Authority as defined by the PSSR or Access Authority. For example, performing maintenance work on an overhead crane, individuals must apply their own personal lock to each isolation point via the use of a multi-lock hasp (shown here).

In situations where isolation points are accessible by workers or the public, ensure so far as is reasonably practicable, that the isolation method or system is not able to be inadvertently or easily compromised.

## 3.11 Lock administration system

Lock administration is managed by Works and Service Delivery Asset Area Management. Responsibilities include:

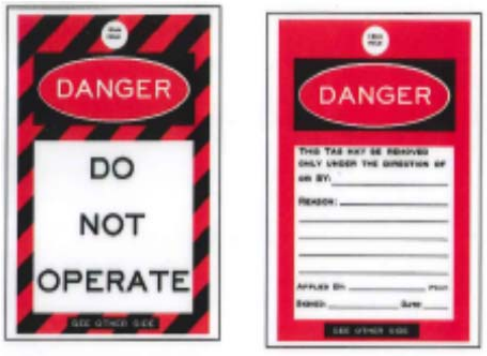
Maintaining a lock and key register, containing the following information:

- Lock and key codes for all Red personal isolation locks.
- A listing of all issued personal isolation locks and their recipients.
- Maintaining a process where locks will only be made available to personnel that have had appropriate training and authorisation.

## 3.12 Tagging system

***Tags must be durable, and securely fixed. Tape must not be used to secure a tag. A tag alone does not perform the isolation function.***

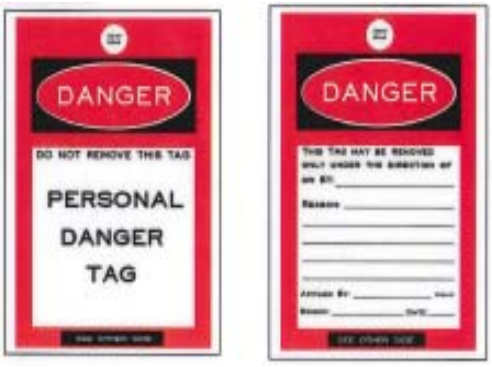
## 3.13 Do Not Operate tags




Do Not Operate tags are required to be used within the scope of the "PSSR (1.4)" (for all work on or near Power System Apparatus but excludes – High Voltage Live Line Work and Extra Low Voltage Work).

Do Not Operate tags must be displayed on all equipment isolation points prior to the issuing of an Access Authority.

## 3.14 Personal Danger Tags




Personal Danger tags must be placed on equipment to provide a visual warning to safeguard against the operation of equipment on which persons are carrying out work.

The tag can be used within an Access Authority area to provide additional personal safety, but it does not replace the requirements for a "DO NOT OPERATE" tag.

The danger tag must:

- Clearly state the warning, including any warning about specific hazards relating to the isolation (for example, multiple points of supply)
- Be dated and signed by the worker involved in carrying out the work
- Be attached in a prominent position on each isolation point (i.e. the point or one of many points used to isolate parts) or device
- Only be removed by the signatory to the tag. If the signatory is unavailable and unable to return, the risks associated with removing the lock or tag need to be managed (e.g. thorough investigations to ensure all workers and others at the workplace are safe. Refer to 5.21 of this procedure).

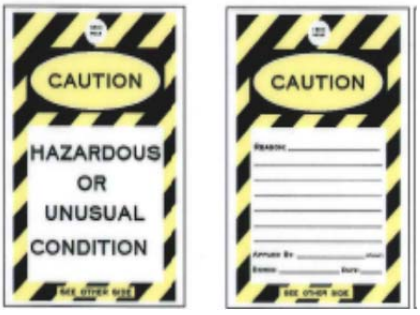
If the work is incomplete, for example at a change of shift, the last person removes their Personal Danger tag or lock and replaces it with a Hazardous or Unusual Condition tag.

When work is resumed, the worker in charge of the work removes the Hazardous or Unusual Condition tags and then applies their danger tag and/or lock.

When work is finally completed, each person removes their danger tag and/or lock.

Where a Access Authority is used, all steps need to be taken to ensure that the designated sign-on and tagging procedures are followed.

## 3.15 Hazardous Or Unusual Condition tags

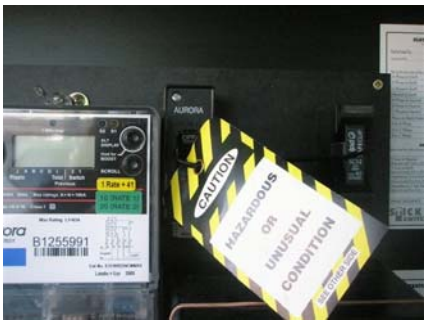



Hazardous or Unusual Condition tags are dual function tags to identify a hazardous or an unusual condition and provides:

- a visual warning that operation or use of equipment would be hazardous to persons
- advice that the operation of the equipment may still be possible, but caution or restrictions may apply
- a visual warning that normal functioning / operation of the equipment has been changed.

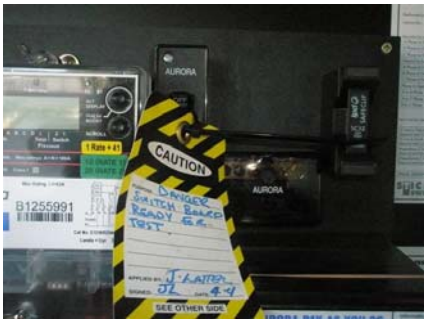
Hazardous Conditions are:

- all switches or equipment that can be energised but are not operable
- mechanical / electrical controls of equipment which have been taken out of service either permanently or temporarily
- other equipment that in the employee's opinion, is hazardous if used




Unusual Condition is:

- any equipment that is not operating at its optimum, but does not present a hazard




Hazardous or Unusual Condition tags must be applied by any employee where appropriate. It must:

- clearly state the nature of the defect or reason why the equipment is unsafe
- be attached on a prominent position on each isolation point

A worker applying a tag on unserviceable or damaged equipment/ tools, needs to notify their Manager/ Team Leader to ensure appropriate action is taken

Hazardous or Unusual Condition tags are required to be removed by any authorised person when:

- the hazardous condition has been repaired, replaced or removed
- the worker(s) are familiar with the changed operation, and the unusual condition no longer exists

***Hazardous or Unusual Condition tags and Danger tags must not be used together. A Hazardous or Unusual Condition tag must be removed when a danger tag is added and vice versa.***

## 3.16 Testing

Workers need to test all isolated power sources first with approved instruments and then by trying to activate the equipment, before any person attempts to start work on the equipment.

## 3.17 Altering isolation for testing, fault finding and re-energising

Work on the equipment cannot begin until tests have confirmed it is safe to do so.

It may be necessary to change an isolation point to allow for testing or fault finding on energised parts, for example testing that may be required before returning equipment to service and commissioning new equipment.

Any testing or fault finding on energised parts needs to be carried out in accordance with approved standards.

If supply is restored to part of the circuit then safe procedures for restoring supply must be followed and may require a review of the JRA.

## 3.18 Isolation not practical

There may be equipment that can only be cleaned, maintained or repaired by moving components slowly under power, e.g. inspection and repair of a winch. In this case:

- A JRA for the task needs to be undertaken;
- The equipment needs to be fitted with controls that allow safe controlled movement; and
- Safe work standards and or instructions also need to be developed and implemented.

In these situations, the equipment must have an emergency stop switch.

## 3.19 Restoring supply

All reasonable steps must be taken to ensure that restoring energy following isolation does not pose risks to health and safety at the workplace and is done in accordance with approved procedures. For example:

- appropriately terminating all conductors or hydraulic lines
- carrying out all tests to their entirety on any new, altered or repaired equipment including tests for insulation resistance, earth continuity, polarity, neutral integrity, phase sequence and function testing as applicable
- removing safeguards.
- notifying all workers working on the equipment and other affected workers at the workplace that energy is to be restored
- taking precautions as appropriate to ensure that equipment is not inadvertently energised
- following procedures for removing any locks (or other control mechanisms), tags, notices and safety signs
- carrying out a visual inspection to ensure that all tools, surplus material and waste has been removed from the workplace.

## 3.20 Leaving unfinished work

If work is left unfinished, the workplace must be left in a safe state including, for example, by:

- physically securing any exposed conductors or surrounding metal work
- tagging, taping off the equipment and the workplace area
- informing affected persons at the workplace the work is not complete and advising of potential hazards
- taking any necessary precautions to ensure that equipment cannot become inadvertently re-energised
- ensuring that the status of equipment are clearly and correctly labelled
- handing over adequate information to workers taking up the unfinished work to allow them to continue the work safely.

## 3.21 Procedure for emergency removal of personal isolation locks and danger tags

In the event of a person failing to remove their Red Personal Lock and/ or Danger Tag at the completion of work, every endeavour will be made to contact that person who needs to remove their lock and or tag.

In the event that the worker cannot be contacted the responsible Manager/ Team Leader must proceed with caution and fully understand all of the safety implications and equipment and seek the General Manager approval before authorising the lock and or tag to be removed and before authorising work to commence.

The General Manager may authorise removal of a protected workers red Personal Isolation lock and or Personal Danger tag provided that all the following requirements are met:

- the protected worker has definitely left the site
- hazardous areas are inspected
- the equipment is safe to operate
- the relevant worker(s) cannot return to work and be endangered by equipment.

Where identified in a safety examination, the assistance of technical or trades qualified personnel must be obtained.

The incident will be investigated and any necessary action taken.

## 3.22 New or modified equipment

New or modified equipment need to be fitted with lockable isolators where possible. Isolation instruction(s) need to be developed before modified or new equipment is commissioned.

## 3.23 Training and competency

Authorised workers who are required to isolate, lock out and tag out equipment must be competent in the tasks required for the equipment they are to install, commission, maintain, clean or repair. Contractors and subcontractors must also be competent in the isolation, lock out and tag out requirements associated with their work.

## 3.24 Monitoring and evaluation

The Operating Standards Team, Audit and Training Team and Leaders/ Team Leader need to inform all relevant workers about the control measures selected or corrective actions that have been implemented for equipment safety. Meeting minutes and/or JRAs need to demonstrate that this has occurred.

The Operating Standards Team, Audit and Training Team and Leaders/ Team Leader must conduct periodic audits/ inspections (as per their respective audit/ inspection schedule) of isolation, lock out and tag out activities to ensure compliance with documented procedures. The inspection program must include an assessment of conformance with identified controls in an active work situation.

Any corrective or preventative actions identified needs to be managed in accordance with the HSE Risk Management Procedure.

The Isolation, Lock Out, Tag Out Procedure must be subject to internal audit and the audit findings need to be reported as part of the ongoing management review process.

## 3.25 Revision

The Isolation, Lock Out, Tag Out Procedure is to be regularly reviewed, in consultation with General Managers, Leaders/ Team Leaders, Workers and or their HSE representatives, every twenty four (24) months or more frequently if a change impacts these procedures, for instance, changes to WHS laws. This may include a review of:

- Legislative compliance issues
- Audit findings relating to equipment
- Incident and hazard reports, claims costs and trends related to isolation, lock out and tag out
- Feedback from General Managers, Leaders/ Team Leaders, Workers, Contractors or others
- Other relevant information.

Results of reviews may result in preventative and/or corrective actions being implemented and revision of this document.

# 4. Responsibilities

## 4.1 General Manager

- Approve HSE related procedures and training tools;
- Provide support and allocation of resources to enable workers to comply with this procedure;
- Approve any reasonably practicable budgetary expenditure necessary for equipment.
- Ensuring that Managers/ Team Leaders and Workers have been provided with training and confirm they are competent to apply relevant procedures and standards to the tasks they undertake

## 4.2 Leaders/ Team Leaders

- Ensure that Workers have been provided with training and have the competency to apply relevant procedures and standards to the tasks they undertake
- Make available for relevant TasNetworks workers an adequate supply of Hazardous or Unusual Condition tags, Personal Danger tags, Do Not Operate Tags, locks, isolating devices and any other equipment required by this procedure
- Undertake inspections of their workers to ensure conformance with this document;
- Implement any corrective or preventative actions required for the continual improvement of equipment safety
- Coordinate, supervising, monitoring and reviewing contractor activities for compliance.
- Retain records as required; and
- Seek expert advice when a need is identified.

## 4.3 Workers

- Follow all standards and procedures related to equipment;
- Never use equipment that has been locked out or tagged out of service, or cause tags to be removed or damaged;
- Reporting hazardous situations immediately to their Manager/ Team Leader, in accordance with the HSE Risk Management Procedure;
- Participate and document JRA's at the beginning of every job and review as changes arise;
- Seeking assistance to manage equipment hazards when required;
- Checking relevant Access Authority where required have been issued
- Coordinating, supervising, monitoring and reviewing isolation, lock out and tag out activities to achieve conformance with this procedure.

## 4.4 HSE and Technical Competence Leader

- Ensure changes to relevant Work, Health and Safety (WHS) legislation and Codes of Practice are included in documentation and communicated through Induction and Training programs
- Provide support to Workers, Managers/ Team Leaders and General Managers with WHS needs
- Ensure adequate competency measurement and review programs are in place

## 4.5 Asset Steward

- Coordinate the application process to be issued a restricted area key and grant approval to authorised workers;
- Manage and monitor the Key Register.

How everyone contributes to managing health safety and environmental matters in general is provided in TasNetworks's Responsibilities procedure.

# 5. Reference Documents

The following documents were reviewed as part of developing this procedure:

| **Legislation** |
|---|
| • WHS Act 2012 Work Health and Safety Act 2012<br>• WHS Reg 2012 Work Health and Regulations 2012 |
| **Codes of Practice, Industry Codes, etc** |
| • Managing electrical risks in the workplace CoP<br>• AS/NZS 4836 Safe Working on Low Voltage Electrical Installations. |
| **TasNetworks Documents** |
| • Power Safety System Rules.<br>• Current Tasnetworks Work Practices and Standards |
| **Forms** |
| • Restricted area key application form |

# 6. Glossary

**Accessible, readily available –** Capable of being reached quickly, and without climbing over, or removing obstructions, or using a ladder, and in any case not more than 2.0 meters above the ground.

**Authorised person –** A person who has been approved, or has the delegated authority to act on behalf of the signatories, to perform the duty concerned.

**Caution** – **Hazardous or Unusual Condition tag –** Tag applied to equipment to warn of a hazardous or unusual condition.

**Competent –** Demonstrated ability to apply Knowledge and skills

**Consultation –** Method of communication between General Managers, Managers/ Team Leaders, Workers and Contractors

**Danger - Do Not Operate Tag –** Tag to be used for identifying isolation points

**Danger - Personal Danger Tag –** Tag applied to the isolation device for the equipment on which persons are carrying out work.

**De-energised –** Separated from all sources of supply but not necessarily isolated, earthed where applicable or out of commission.

**Energy Source –** The different kinds of energy sources include, but not limited to Electrical, Mechanical, Hydraulic, Pneumatic, Thermal, Gravitational, Radiation, Potential energy (stored or kinetic)

**Equipment –** Any machinery, plant, asset, appliance, implement or tool and any component, fitting, connection, mounting or accessory used in or in conjunction with such

**General Manager** – may be considered an officer under the WHS laws. An officer includes a director or secretary of the corporation; or a person who makes, or participates in making, decisions that affect the whole, or a substantial part, of the business of the corporation.

**Hierarchy of Control –** the six step methodology of minimising risk

**HS145 – Distribution Subs Hobart**

**HSR –** Health and Safety Representative

**HSE –** Health Safety Environment

**HSW –** Hobart switchgear lock

**HZ –** Urban Zone Substation

**FOTAS -** Field Operator Training Assessment Standard

**JRA –** Job Risk Analysis

**Isolation –** Separated from all possible energy sources by the opening of switches, withdrawal of circuit breakers, removal of fuses, links, connections, valves and taps, and the like and rendered incapable of being energised unintentionally.

**Isolator –** A device which for reasons of safety, provides in the open position, breaks appropriate to the voltage and the insulating medium.

**L284 – Distribution Subs Launceston**

**Log –** An approved document to record isolation activity e.g. Switching Sheet, JRA

**LSW –** Launceston switchgear lock

**Others –** Includes clients, customers and visitors

**PCBU –** Person Conducting a Business or Undertaking

**PPE –** Personal Protective Equipment

**PSSR –** Power System Safety Rules

**RD or RS –** Distribution Subs Rural

**Restricted area –** Defined area of the Power System where access is controlled

**WHS Act –** An Act to provide for the making of Workplace Health and Safety standards.

**WHS legislation –** Explains duties of particular groups under the Act

**Worker –** A worker is someone who carries out work for a PCBU. A worker includes an employee, labour hire staff, volunteer, apprentice, work experience student, subcontractor, and contractor; or a sole trader who is a PCBU and carries out work for another business (PCBU) is also a worker for that PCBU.

# Appendix A –Restricted area key application form

**Applicant's details**

| | | | | |
|---|---|---|---|---|
| Name: | | Company: | | |
| Position: | | Phone: | | |
| Passport #: | | PSSR Accreditation: | Instructed Person<br>Person In Charge (PIC)<br>Issuing Officer | |
| Reason access is required: | | | | |

**Access type required (tick)**

| | |
|---|---|
| Standard – key to only be used in conjunction with a current Access Authority | |
| Unaccompanied – General | |
| Unaccompanied – Asset Officer (Visual Inspection only) | |

**Key requirements**

| TYPE OF KEY | REQUIRED (Y/N) | Introduction forms sighted and attached (Y/N/NA) | KEY NO. ISSUED |
|---|---|---|---|
| Urban Zone Substation(HZ) | | | |
| Distribution Subs Hobart (HS or 145) | | | |
| Distribution Subs Launceston (L284) | | | |
| Distribution Subs Rural (RS or RD) | | | |
| Distribution Switchgear Launceston (LSW) | | | |
| Distribution Switchgear Hobart (HSW) | | | |
| Personal Isolation Lock (include quantity required) | | | |

**Team Leader or TasNetworks Contract Representative Approval**

| | | | |
|---|---|---|---|
| Team Leader | | Signature | |
| Employee ID | | Date | |

**Declaration by applicant:**

The applicant agrees to the conditions listed below:

- Security of the restricted area must be maintained at all times
- Approval from the Asset Steward is required if an extension of time is sought
- Lost or damaged keys must be reported to the Asset Steward immediately
- The key must not be transferred to any other party
- The key must not be copied or duplicated in any form
- The key must not be tagged in any way that could indicate its purpose
- The key must be returned at the completion of the contract or if employment ceases or responsibilities change
- The key must only be utilised to obtain access to the restricted areas as detailed on this form.
- Your company is liable for any costs incurred resulting from the loss of this key
- All keys issued remain the property of TasNetworks
- Access may be revoked by TasNetworks at any time without prior notice or warning

| | | | |
|---|---|---|---|
| Applicant | | Signature | |
| Employee ID | | Date | |
| **Forward application to Works and Service Delivery Asset Area Management** | | | |