WHS DOCUMENTS & TEMPLATES

DOC-ISO-FV · Hazardous Energy Isolation Field Verification Checklist

Product Overview

For: Businesses whose workers isolate plant for maintenance, cleaning or clearing: owners, operations and maintenance managers, supervisors, WHS advisers and workplace assessors

Version 1.0 · 9 November 2026

An editable supervisor's checklist that checks, on site, that the controls for hazardous energy isolation are in place and working.

The supervisor looks at each control working, not at its paperwork, and marks each check Pass, Not met or N/A, with the evidence seen. ★ marks the critical controls, and a critical control that is Not met is escalated the same shift. The checklist also has questions for the people doing the work, an actions table with owners and due dates, a summary and sign-off.

It is the same checklist as in the Hazardous Energy Isolation Pack (DOC-ISO-PACK), word for word. The Hazardous Energy Isolation VOC Assessment Template (DOC-ISO-VOC) and the Hazardous Energy Isolation Procedure Template (DOC-ISO-SWI) are also sold on their own. The Hazardous Energy Isolation Pack (DOC-ISO-PACK) contains them all: the procedure, the isolation record, the VOC and the field verification, with a setup guide.

A document is not a control. The isolation, the lock and the test for zero energy are the controls. These documents describe them, check them, and record that they are working. A control must change the risk, and someone must be able to check it.

These documents support your business to manage risk and meet its WHS or OHS duties. They do not do that on their own. They are general templates: adapt them to your equipment, your site and your people, consult your workers, and check that the controls they describe are in place and working.

What is included

Item	File
Supervisor field verification checklist of isolation controls, with Pass, Not met, actions, escalation and evidence	02_FIELD_VERIFICATION/Supervisor Field Verification Checklist.docx and .pdf
Setup note: what to adapt before use, and every placeholder	01_START_HERE/Setup Note.pdf
Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information	01_START_HERE/ (four PDFs)

Who it is for

- Businesses whose workers isolate plant for maintenance, cleaning or clearing
- Supervisors and managers who check that controls are working, on a set schedule and after a change or incident
- WHS advisers setting up consistent critical control verification across sites

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Supervisor Field Verification Checklist

Hazardous energy isolation: check the isolation controls are in place and working

Site		**Areas and plant checked**	
Date and time		**Shift**	
Verified by		**Isolation records sampled (numbers)**	

How to verify

- Visit plant that is isolated now, as well as plant that is running. Look at the locks, tags and records, not only the procedure.
- Mark each check Pass, Not met or N/A. Pass means you saw the control in place and working. If you did not see it, it is not a Pass.
- Write what you saw in the evidence column: the plant, the isolation record number, a photo reference.
- Talk to the people isolating and working on plant, using the questions after the checks.
- Record every Not met in the actions table, with an owner and a due date. Fix what you can on the spot, and record that too.

Escalate now

If a ★ critical control is Not met, act before you leave the area. Stop the work on that plant until the isolation is made safe, and tell **[Escalation contact]** the same shift. A failed critical control is a high potential incident: report it as one.

Checks

★ marks a critical control: one whose failure could let plant start, move or release energy while a person is in it. Delete checks that do not apply, and add your own.

No.	Look for (★ critical control)	Pass	Not met	N/A	What you saw (evidence)
Procedures and isolation points					
1	Each plant sampled has a current isolation point list that matches the plant ★	☐	☐	☐	
2	Isolation points are labelled, can be reached, and can be locked ★	☐	☐	☐	
3	Designated isolators for operators are identified; other electrical isolation is left to licensed electricians ★	☐	☐	☐	
Live isolations (sample)					
4	Every isolation point on the record is isolated, locked and tagged on the plant ★	☐	☐	☐	
5	Every person working on the plant has their own lock on (at the point or on the lock box) ★	☐	☐	☐	

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Hazardous Energy Isolation Field Verification Checklist

END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. An editable supervisor's checklist that checks, on site, that the controls for hazardous energy isolation are in place and working.

What the full product contains

- **Supervisor field verification checklist of isolation controls, with Pass, Not met, actions, escalation and evidence**
  02_FIELD_VERIFICATION/Supervisor Field Verification Checklist.docx and .pdf
- **Setup note: what to adapt before use, and every placeholder**
  01_START_HERE/Setup Note.pdf
- **Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information**
  01_START_HERE/ (four PDFs)

Formats

- Word (.docx), editable, with your logo and business name in the header
- PDF copy of the Word document, for printing blank
- Delivered as a single ZIP download

Get the full editable documents

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