WHS DOCUMENTS & TEMPLATES

DOC-ISO-SWI · Hazardous Energy Isolation Procedure Template

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

SAMPLE

An editable hazardous energy isolation procedure: what the worker does, step by step, the hazards and controls, and the points where the work stops.

The procedure sets out the purpose and scope, who may do the work, the equipment, the hazards and their controls (most effective first), PPE, the steps with clear stop points, the stop-work points, emergencies, consultation and approval, and a signed acknowledgement.

It is the same procedure 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 Field Verification Checklist (DOC-ISO-FV) 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.

No licence is needed to isolate plant under WHS or OHS laws. Isolation is still safety-critical work: only workers the business has trained, verified and authorised may isolate, and only the plant and energy sources they are authorised for. Electrical work, including isolating, testing or working on electrical circuits beyond an isolator the business has designated for operators, must be done by a licensed electrician under your state or territory's electrical licensing laws. A VOC is the business's own check that a worker can isolate safely: it does not authorise electrical work, and it is not a nationally recognised qualification.

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
Hazardous energy isolation procedure: identify, isolate, lock and tag, dissipate stored energy, test for zero energy, de-isolate; hazards, controls and stop-work points	02_ISOLATION_PROCEDURE/Hazardous Energy Isolation Procedure.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

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YOUR LOGO
Right-click > Change Picture

[Company name]

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Hazardous Energy Isolation Procedure

How to isolate hazardous energy on [Plant name and ID] at [Site name]: identify, isolate, lock and tag, dissipate, test, de-isolate

Document number		**Version**	
Site		**Work area**	
Approved by		**Review date**	

1 Purpose and scope

This procedure sets out how to isolate **[Plant name and ID]** at **[Site name]** so that nobody can be hurt by the plant starting, moving or releasing energy while they work on it: for maintenance, cleaning, clearing a blockage, adjustment or inspection inside a guard.

It applies to every person who isolates or works on the plant, including contractors. It is used with the plant's isolation point list and the Isolation Record. Where the manufacturer's instructions add steps, follow them as well.

2 Who may isolate

- Has completed **[Company name]**'s isolation training and has a current isolation VOC for this plant
- Has been authorised by **[Supervisor name]** to isolate this plant
- Has their own personal lock, key and danger tags
- For electrical isolation beyond a designated isolator, testing for dead, or any electrical work: holds an electrical licence
- Has read this procedure, or had it explained, and signed the acknowledgement at the end

Licences and electrical work

No licence is needed to isolate plant under WHS or OHS laws. Isolation is still safety-critical work: only workers the business has trained, verified and authorised may isolate, and only the plant and energy sources they are authorised for. Electrical work, including isolating, testing or working on electrical circuits beyond an isolator the business has designated for operators, must be done by a licensed electrician under your state or territory's electrical licensing laws. A VOC is the business's own check that a worker can isolate safely: it does not authorise electrical work, and it is not a nationally recognised qualification.

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Hazardous Energy Isolation Procedure Template

END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. An editable hazardous energy isolation procedure: what the worker does, step by step, the hazards and controls, and the points where the work stops.

What the full product contains

- **Hazardous energy isolation procedure: identify, isolate, lock and tag, dissipate stored energy, test for zero energy, de-isolate; hazards, controls and stop-work points**
  02_ISOLATION_PROCEDURE/Hazardous Energy Isolation Procedure.docx and .pdf
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- **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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