

Document Number	OP-PR-017
Document Title	Plant Isolation Procedure
Version	3.0
Approved By	Brendan McKenna
Position	Director
Issue Date	06/07/2026
Review Date	06/07/2028

Purpose

Brendan McKenna Earthmoving is committed to ensuring defective, damaged or unsafe plant and equipment is identified, isolated and removed from service to prevent injury, property damage and environmental harm.

This procedure establishes the requirements for identifying, isolating, repairing and returning unsafe plant and equipment to service and supports compliance with the Work Health and Safety Act 2011 (Qld), Work Health and Safety Regulation 2011 (Qld) and Brendan McKenna Earthmoving's Integrated Management System (IMS).

Scope

This procedure applies to all employees, contractors and authorised personnel who operate, inspect, maintain or manage plant, vehicles, equipment and attachments owned, hired or controlled by Brendan McKenna Earthmoving.

Responsibilities

Role	Responsibilities
Director	Ensure adequate resources are available to maintain plant and equipment in a safe condition.
Operations Manager	Coordinate plant repairs, maintenance activities and return-to-service approvals where required.
Supervisors	Verify unsafe plant is isolated, tagged, removed from service and not returned to operation until repairs, inspections and authorisation have been completed.
Employees / Contractors	Report plant defects immediately and comply with isolation and tagging requirements.

Procedure

Brendan McKenna Earthmoving shall ensure unsafe plant and equipment is promptly identified, isolated, removed from service and controlled to prevent unauthorised use until repairs, inspections and return-to-service approvals have been completed.

1. Identify Unsafe Plant

Unsafe plant shall be identified and reported immediately when defects, damage or unsafe conditions are observed.

This shall include:

- Conducting pre-start inspections and operational checks.
- Identifying defects that may affect safe operation.
- Identifying hydraulic leaks, damaged guards, structural defects, faulty safety devices, warning alarms, steering or braking faults and any other condition that may compromise the safe operation of the plant.
- Reporting defects, damage or malfunctions to the Supervisor or Operations Manager.
- Ceasing operation where continued use may create a risk to persons, property or the environment.

2. Isolate and Tag Plant

Unsafe plant shall be removed from service to prevent unauthorised use.

This shall include:

- Applying an "Out of Service" tag to the affected plant or equipment.
- Removing ignition keys where practical and securing the plant against unauthorised operation.
- Shutting down plant in accordance with the manufacturer's requirements.

- Isolating energy sources where applicable.
- Using battery isolation switches, lockout devices or other isolation controls where fitted.
- Preventing operation of the plant until repairs, inspections and return-to-service approval have been completed.
- Where practical, relocating unsafe plant to a designated maintenance or isolation area to prevent accidental use and minimise impacts on other site activities.

3. Notify Relevant Personnel

Relevant personnel shall be informed of unsafe plant and equipment as soon as practicable.

This shall include:

- Notifying the Supervisor or Operations Manager immediately.
- Recording defects in relevant inspection, maintenance or defect reporting records.
- Recording plant defects within the Plant Maintenance Register or MCK Group App where applicable.
- Communicating isolation requirements to affected workers and contractors.
- Identifying any impacts on ongoing operations.

4. Repair and Assess Plant

Repairs shall only be undertaken by competent and authorised personnel.

This shall include:

- Assessing the nature and extent of defects.
- Completing repairs or maintenance using approved methods.
- Replacing damaged components where required.
- Conducting inspections, operational testing and verifying that all safety devices are functioning correctly prior to returning the plant to service.
- Any additional defects identified during testing shall be rectified before the plant is approved for return to service.

5. Return Plant to Service

Unsafe plant shall not be returned to service until it has been confirmed safe for operation.

This shall include:

- Verification that repairs have been completed.
- Confirming all guarding, warning devices, emergency stops and safety systems are fully operational before removing isolation controls.
- Removal of isolation devices and "Out of Service" tags by authorised personnel only.
- Completion of required inspections or operational testing.
- Approval for return to service by the responsible person where required.
- Updating the Plant Maintenance Register to confirm the defect has been rectified and the plant has been released for operational use.
- Communicating the return-to-service status to affected personnel.

Records

The following records may be retained where relevant to plant isolation and defect management activities.

Record	Responsibility	Retention Location
Plant Pre-start Inspection Records	Operators	Plant Maintenance Register
Defect Reports	Employees / Supervisors	Plant Maintenance Register
Maintenance Records	Operations Manager	Plant Maintenance Register
Out of Service Tag Register <i>(where maintained)</i>	Supervisors	Plant Maintenance Register
Corrective Actions	Operations Manager	Incident / NCR / Corrective Action Register

Related Information

- HS-PR-002 Daily Plant Inspection Procedure
- OP-PR-003 Workshop Procedure
- HS-SWMS-006 Operating Mobile Plant
- Plant Maintenance Register
- Incident / NCR / Corrective Action Register
- MCK Group App
- Work Health and Safety Act 2011 (Qld)
- Work Health and Safety Regulation 2011 (Qld)

Review and Revision

This procedure shall be reviewed every two years or earlier following legislative changes, incidents, audit findings, organisational changes or identified improvement opportunities.