

## 12 Exclusive Control

### 12.1 General

When using Exclusive Control as a risk mitigation technique, the following rules apply:

- Exclusive Control must not be used to manage or control an energy source, where an isolation can be reasonably achieved. Mt Arthur Coal takes breaches of this procedure seriously. You are placing your own life and possibly the lives of others at risk of injury or death.
- A JHA is mandatory for all Exclusive Control tasks, unless an approved and controlled Work Instruction exists. When completing an Exclusive Control task under a JHA, the JHA must be reviewed and signed off by the Department Manager (or equivalent level / above). In the case where a Work Instruction exists, a 60 Seconds of Safety, can be substituted for a JHA
- A maximum number of 3 people are allowed in the work area, unless working under an approved and controlled Work Instruction.
- Where Exclusive Control is occurring on routine tasks, a Work Instruction shall be developed, incorporating the Exclusive Control process. Where a Work Instruction exist for Exclusive Control, it must be an approved and controlled document. These Work Instruction's, shall be listed and added to the following registers, MAC-CPP-REG-001 CHPP Exclusive Control Register and the MAC-MTC-REG-001 MAC Maintenance Exclusive Control Register
- Approved Exclusive Control tasks must be reviewed and updated routinely (3 yearly).
- All persons performing the function of an Exclusive Control Officer must be trained, assessed and authorised as an Exclusive Control Officer, as defined in the Level 3 – Advanced Authorised Isolation competency
- Unless directed by the Exclusive Control Officer (ECO), only one task may be performed at a time on any plant, equipment or isolation point(s) while under Exclusive Control.
- An ECO can only control one Exclusive Control work area.
- In an emergency event, site emergency procedures will be enacted. The ECO may be required to pass on critical information, to the emergency team leader.
- Access to safety equipment, should also be considered when setting up the Exclusive Control area.
- When Exclusive Control is undertaken, an Exclusive Control tag shall be utilised.
- An Exclusive Control tag can only be completed, placed or removed by an ECO.
- The ECO must be notified, prior to the workgroup team members entering/exiting the Exclusive Control area.
- Where a person is required to be a member of the Exclusive Control workgroup after the Exclusive Control device(s) is in place, that person must contact the ECO, review, understand the task hazards and associated controls and then sign on to the completed JHA or published Safe Work Instruction. They must follow all controls or instructions listed. They must then, sign on to the Exclusive Control tag under the instruction of the ECO.
- Due to the level of risk involved with Exclusive Control tasks, individuals must sign off and notify the ECO when leaving an Exclusive Control area. However, PDLs placed can be left on during this time if the worker intends on returning to the Exclusive Control area, with the permission of the ECO.
- There is to be no suspension or transfer of tasks being completed under Exclusive Control. Where Exclusive Control is still required to complete the task, a review shall be completed of the JHA or WIN and a new tag complete by the ECO. The work area is to be left in a safe state, with all hazardous energies, controlled.
- Where plant and equipment is controlled / operated remotely / automatically (e.g. PLC control), the Exclusive Control operation risks / hazards must be identified and controlled by a JHA (developed involving persons who are competent and familiarised with operating/maintaining the equipment under test).
- A single responsible person, must be nominated to manage the application of tags, control the work area and ensure that work team members and other people are out of the potential "line-of-fire" during testing.
- Exclusive Control is not to be used where high voltage electrical energy is involved. This shall be managed under the High Voltage Standard and associated High Voltage Access Permit's.
- Extra Low and Low voltage energy sources, may only be tested in accordance with requirements of the MAC-ELC-PRO-013 Energised Fault Finding of LV Electrical Circuits and MAC-ELC-FRM-013 Energised Electrical Testing Permit.
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### 12.2 Hierarchy of Controls

- When plant or equipment needs to be energised, for the purposes of live testing, fault finding, calibration or commissioning, personnel must implement the highest possible level of the control achievable (as per below, in Figure 9 – Exclusive Control process flowchart), identify by the hierarchy of controls. Further information on risk management, can be found in the MAC-STE-PRO-024 – 60 Seconds for Safety & Job Hazard Analysis Procedure.
- The highest level of control for hazardous energies, is positive isolation (e.g. Battery Isolator etc).
- Equipment immobilization (eg: where plant and equipment primary motions, have been isolated via a Starter Isolator, Motion isolators or Implement isolator, leaving only ancillary systems operational), should be considered and used when positive isolation, cannot be achieved.

- Note: Ancillary systems on plant and equipment may still be energised and the associated hazards must be controlled in the JHA or WIN.

### 12.3 Signs, Barricading and Tags

- Barricading for Exclusive control tasks will be determined by the exclusive control officer (e.g. moving machine around in workshop/maintenance bay or raising and lowering body) and this needs to be covered off in the JHA.
- Where the requirement for barricading is identified in a Work Instruction or JHA it must be in accordance with the Barricading and Barriers Standard MAC-STE-STD-124. The barrier shall demarcated the plant and equipment, to prevent unauthorised persons from entering the work area.
- Exclusive control tag and Exclusive Control sign must be positioned at a single point adjacent to the main access point.
- Tags may also be placed on isolation points (e.g. where operation of the isolation points may affect the Exclusive Control operation) or control points (e.g. where the remote start/stop of the plant and equipment is located).

### 12.4 Exclusive Control Officer

The Exclusive Control Officer must be trained, assessed and authorised and is responsible for the following:

- Identifies, isolates, tests and locks energy sources that have the potential to cause harm and are not needed as part of the Exclusive Control task.
- Completes the Exclusive Control tag.
- Places the Exclusive Control tag or cone(s) in a prominent location (normally at primary access points).
- Establish and control areas of demarcation in accordance, with the task and risk assessment or work instruction.
- Be present at the Exclusive Control area during the Exclusive Control operations.
- Provides direction for energising and de-energising equipment during testing.
- Positive communication within the work group prior to all elements of testing e.g: energising and de-energising.
- If leaving the area during Exclusive Control, stops the Exclusive Control activities and shuts down the plant or equipment.
- After Exclusive Control has been completed, the Exclusive Control Officer must:
- Check the work area is clear and that all personnel have cleared the area and signed off the Exclusive Control tag.
- Remove any isolation associated with the Exclusive Control.
- Cancel and remove the Exclusive Control tag.
- Return the plant or equipment to normal operation.
- Notify relevant personnel.
- If the plant or equipment is not ready and safe to return to service, the Exclusive Control Officer must complete the following:
- Cancel and remove the Exclusive Control tag.
- Attach an Out of Service tag and lock.
- Notify the relevant Supervisor of the work status to facilitate a safe handover to the next shift.

### 12.5 All Personnel

Personnel involved in the Exclusive Control task are to:

- Review the task and associated risk assessment or work instruction for the work to be performed and confirm all controls have been put in place.
- Review and sign the JHA or work instruction and sign onto the Exclusive Control tag.
- Stop work and advise the Exclusive Control Officer, if there are changes to the scope of work.
- Notify the Exclusive Control Officer and sign off the Exclusive Control tag when leaving the work area.