



FRED SHEARER & SONS, INC.
 ESTABLISHED 1916

Job Hazard Analysis	JHA # 31
----------------------------	-----------------

Job/Task Title: Lock Out-Tag Out (LOTO)

Safe Job Procedure: Revised 1/2024

This JHA is for the safe and successful Lock Out-Tag Out (LOTO) of a stored energy hazard.

Required PPE: Hard Hat, Safety Glasses, Hi-Vis Vest, Cut-4 Gloves, and Work Boots

Step #1 Work Area Inspection

Steps to Complete Job	Hazards	Preventive Measures
Survey and set up the work area.	Workers can be cut on sharp materials, sharp edges, or equipment. Possible trips, falls, and being struck by loose debris or unsecure materials.	1) Hard Hat, Safety Glasses, Hi-Vis vest, Cut-4 Gloves, and Work Boots.
		2) Identify, eliminate, or mark all trip hazards such as, open holes, slippery conditions, rolling stock, or changes in elevations.
		3) Correct or note any changes in work area since last leaving it.
		4) Pickup loose materials and remove debris from work area.

Step #2 Installation of LOTO

Steps to Complete Job	Hazards	Preventive Measures
Proceed with Lock Out-Tag Out procedures	Worker has the potential to be exposed to release of stored energy, electrical hazards, being struck by and caught between energy hazards, mechanical and/or hydraulic hazards, and others.	1) Follow all LOTO procedures (See Safety Manual, Chapter 16)
		2) Properly shut down systems and lock them out. Identify and attach isolating devices
		3) Tag locked out systems.
		4) Remove, drain, neutralize, or block system that is locked out tagged out



FRED SHEARER & SONS, INC.
 ESTABLISHED 1916

		<p>5) Every worker that will be working within the locked-out safety envelope, must attach their own lock and tag to the isolating device.</p> <p>6) Each lock shall have only one key that is controlled by the individual working in the safety envelope.</p> <p>7) Each worker, who will be working within the safety envelope, must verify that the system is at Zero Energy State, either visually or by appropriate testing.</p>
Proceed and Complete Scheduled Work		
Step #3 Removal of LOTO		
Steps to Complete Job	Hazards	Preventive Measures
Remove according to Lock Out-Tag out procedures	Worker has the potential to be exposed to release of stored energy, electrical hazards, being struck by and caught between energy hazards, mechanical and/or hydraulic hazards, and others.	1) Follow LOTO removal procedures (See Safety Manual, Chapter 16)
		2) Inform workers, in the work area, that LOTO will soon be removed
		3) Remove tools and any excess materials from the area.
		4) Replace system components and guards.
		5) Ensure all workers are clear of the work area
		6) Verify controls are in the off or neutral positions
		7) Have each worker remove their lock and tag from the isolating device.
		8) Re-energize system