



FRED SHEARER & SONS, INC.
ESTABLISHED 1916

Job Hazard Analysis		JHA # 31
Job/Task Title: Lock Out – Tag Out (LOTO)		
Safe Job Procedure:		Revised 11/2024
This JHA is for the safe and successful Lock Out – Tag Out (LOTO) of a stored energy hazard.		
WORKERS MUST READ AND UNDERSTAND JHA #0 BEFORE BEGINNING ANY TASK		
Step #1 Implementation of LOTO		
Steps to Complete Job	Hazards	Preventive Measures
Work with the supervisor, GC, or system owner to locate all devices to be deenergized and locked out.	Worker has the potential to be exposed to release of stored energy or electrical hazards, being struck by, caught between, mechanical, hydraulic hazards, or forces of gravity.	1) Follow all LOTO procedures (See safety manual, Chapter 16 at www.fsstools.com)
		2) Always take steps necessary to ensure that hazardous energy in the task area cannot be released.
		3) When working around equipment or electric systems, work with GC and system owner to shut down hazardous energy at the source and then place locks and tags to isolate the system.
		4) When locking out a system, every crew member that will be working within the locked-out safety envelope must attach their own lock and tag to the isolating device. Each tag should list the workers' name, contact info and the supervisors name and contact info.
		5) Each lock shall only have one key that is controlled by the worker placing the lock. Use a hasp or group lock box if space is limited.
		6) Each worker must keep the key on their person during the task, ensuring to communicate with the system owner before leaving the area for breaks. The plan should be to remove locks before leaving for the day/end of week, unless otherwise directed by the GC. Don't lose your key!
		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 by others. During grid demo, use an electric tester before performing scope.
		8) When changing saw blades, grinding wheels, or drill bits, remove the battery or unplug the tool first.
		9) Never assume that someone else has made the system safe for you.
Proceed and Complete Work		



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Step #2 Removal of LOTO		
Steps to Complete Job	Hazards	Preventive Measures
Remove according to LOTO 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 at www.fsstools.com)
		2) Inform all workers in the task area that LOTO will soon be removed.
		3) Remove tools and any excess material 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.
		9) Return the lock, key, and tag to the supervisor or to safety.

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