

APPLICABILITY

This process is mandatory for all work governed by a formal work control document (TOSP/OSP/LOSP) that includes lockout tagout (LOTO) for the control of hazardous energy. This process can only be implemented by management (denoted by “supervisor” below) within the organization executing the LOTO.

OBJECTIVES

The objectives of this effort are twofold:

1. Confirm that tools provided to the worker(s) to safely control hazardous energy are sufficient
2. Identify and correct deficiencies

Please keep these objectives in mind as you work through the process.

PROCESS

Work will be accomplished using a four-step process:

1. The activity must be registered and all required planning documentation must be at the jobsite
2. The adequacy of the work planning information will be confirmed
3. The procedure will be utilized, step-by-step, to complete LOTO
4. The supervisor will complete and submit the attached RESTART checklist

STEP 1

- 1.1 Prior to mobilizing at the worksite, register the LOTO activity on the spreadsheet located at: [Checklist Data - Lockout Tagout Restart May 2023.xlsx \(sharepoint.com\)](#)
- 1.2 Supervisor will obtain a hard copy of the work control document governing the task
- 1.3 Simple LOTO - supervisors will attempt to obtain a system (single-line, schematic, blueprint, diagram, etc.), but a drawing is not required to proceed
- 1.4 Complex LOTO - supervisor must obtain a system drawing for all complex LOTO, work cannot proceed without one
- 1.5 Supervisor will confirm that the procedure is current in order to proceed
- 1.6 Supervisor will confirm that the worker(s) have the appropriate training in order to proceed

STEP 2

- 2.1 Worker(s) and supervisor meet at the work site, immediately prior to beginning work
- 2.2 Supervisor will review the work control document and assure the worker(s) understand and have signed the document
- 2.3 Supervisor and worker(s) will review available system drawings confirming that it accurately reflects field conditions

DOCUMENT ID

Hazardous Energy Control Restart Process

- 2.4 Supervisor will confirm that all personnel, tools and equipment are located at the work site to safely accomplish the task

STEP 3

- 3.1 Worker(s) will execute the work control document in a step-by-step process
- 3.2 Supervisor will confirm all steps are accomplished and the procedure is accurate; if any steps are unclear, out of order or incorrect, or in any way inconsistent with the intended outcome, the job will be paused until the work control document is corrected and reapproved if necessary
- 3.3 Supervisor will remain at the jobsite, at a minimum, until zero energy verification (ZEV) and/or zero voltage verification (ZVV) is verified

STEP 4

- 4.1 The supervisor will complete the attached RESTART checklist and place it in the labeled box in the lobby of Building 52, or scan and email to mbailey@jlab.org