

LOTO Shift-Handoff Checklist

Keep protection continuous when the people change.

- ☐ **Match the job.** Confirm equipment IDs, work scope, isolation procedure revision and the current isolation/lockbox record.
- ☐ **Explain what changed.** Discuss unfinished work, abnormal conditions, stored-energy concerns and other crews still protected by the isolation.
- ☐ **Identify responsibility.** Name outgoing and incoming authorized personnel and the group coordinator where used. Account for each worker under the group procedure.
- ☐ **Transfer under the approved procedure.** Maintain uninterrupted protection. Follow the employer's specific shift-transfer method and individual-lock requirements; do not improvise a lock swap.
- ☐ **Verify before work resumes.** Incoming personnel complete the required checks under the approved procedure. Electrical absence-of-voltage checks belong to qualified personnel.
- ☐ **Record and communicate.** Update the handoff record; notify affected operations and crews. Record unresolved items and who owns them.

HOLD for any mismatch, missing worker accountability or gap in protection. Never remove another person's lock outside the employer's authorized exception procedure.

Equipment / procedure: _____ Date / time: _____
Outgoing: _____ Incoming: _____
Open issue / responsible person: _____

For authorized-personnel briefings; not an isolation, switching or restoration procedure. Apply the rules for the actual operation: 1910.147 excludes construction and certain electrical exposures; electrical work has separate requirements.

[OSHA 1910.147: scope, group protection and shift changes](#)

[OSHA shift/personnel-change tutorial](#)

[OSHA 1910.333: electrical work practices](#)

Strengthen energy-isolation knowledge: DCSA Energy Isolation & LOTO Course

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