

**2.7 Personnel Change Procedure**

Specific procedures must be utilized during shift or personnel changes to ensure the continuity of lockout or tagout protection. This shall include provision for the orderly transfer of lockout or tagout device protection between off-going and oncoming employees.

Whenever work is being performed, under group LOTO, outside the normal shift or working hours a primary authorized individual must be present at all times. When changing shifts the supervising department may, through an orderly transfer, designate a new primary authorized individual. This new primary authorized individual must attach their personal lockout device to the group LOTO device before the previous primary authorized individual removes their lockout device. The primary authorized individual will assume the responsibilities previously described.

Whenever work is performed over a period of time and is not continuous, the primary authorized individual must inspect the affected work area(s) to verify effective isolation prior to beginning work. Each applicable energy isolation point must be verified to assure effective energy isolation.