

Site Closeout: Leave a Safe Handoff

Todd Jerome Jenkins | v1.0 | Reviewed October 7, 2026 | Discussion + field checks

Why this matters

The end of a shift changes who is present and who can respond. Before leaving, confirm what remains hazardous, how access is controlled and who receives unresolved issues.

Objective: Verify a safe closeout and an understood handoff before leaving.

Key hazards or failure points

Unprotected openings; unsecured equipment; damaged access controls; someone left inside; blocked escape; missed watch duties; an incoming crew assuming the area is ready.

Practical controls

- Use the actual closeout plan. Assign responsibility for remaining hazards, equipment shutdown, storage and restricted access. Apply equipment instructions and task-specific protection requirements.
- Coordinate all crews and anyone staying late. Keep required escape routes usable while people remain inside. Security arrangements must not trap occupants.
- Give the receiving person a clear handoff: restrictions, unfinished work, protection still needed and who can authorize the next step. Escalate gaps before leaving.

Verify It in the Field

From safe routes, compare the actual area with the closeout plan. Check required barriers, covers, visible warnings and access points. Refer technical protection checks to the designated competent person.

Authorized personnel confirm equipment is left in its prescribed safe condition. Check access arrangements without defeating protection. Do not use key removal as proof of energy isolation.

Confirm who remains, who receives the handoff and how emergency help reaches them. Check free escape from occupied areas. Record remaining restrictions, acceptance by the receiving person and any unresolved gap.

Stop and reassess

Hold closeout for missing protection, an unknown occupant, a blocked escape route, suspected tampering or an unaccepted critical handoff. Keep clear of danger and notify the responsible person. Incoming crews reassess changes before restarting.

Ask the crew

1. What hazard remains after our crew leaves?
2. Who is still inside and how can they get out?
3. Who has accepted the restrictions for the next shift?

Closeout coordination; not a security design or energy-isolation procedure.

Sources: OSHA 1926.34, 1926.20 and 1926.200; actual site closeout plan.

Free next step: [JHA/JSA planning & field-verification worksheet](#)

Expanded guidance and separate forms: toddjeromejenkins.com/toolbox-talks/after-hours-site-security-handoff