

# LOCKOUT DEVICE AND INFORMATION TAG REMOVAL PROCEDURE

Workers should apply and remove their own locks; however there may rare occasions where a worker will not be able to remove his or her lock in a timely manner (i.e., sudden illness or injury). When this occurs, the lock shall only be removed under the direction of the employee's supervisor who has assessed the situation and determined that it is safe to remove the lock.

Anyone who removes someone else's lock without following this procedure will be subject to disciplinary action.

<b>Department:</b>	
<b>Shift:</b>	
<b>Authorized Employee's Name (Responsible for lock / tag):</b>	
<b>Supervisor's Name:</b>	
<b>Machine, Equipment or Process:</b>	
<b>Date and Time that Lockout Device and Information Tag were discovered:</b>	
<b>Reason(s) for Removal of Lock and Tag:</b>	

Removal Procedure	Supervisor Signature	Time and Date
<input type="checkbox"/> Confirmation that the Authorized Employee has left work site.		
<input type="checkbox"/> Attempted to contact the Authorized Employee.		
<input type="checkbox"/> Authorized Employee has been contacted and is returning to workplace to remove the lockout device(s) and danger tags. *Procedure ends*		
<input type="checkbox"/> Authorized Employee cannot be reached or is unable to return to the site to remove their lock or danger tag.		
<input type="checkbox"/> The status and condition of the machine or equipment has been assessed and is confirmed to be in a state that will allow for the safe removal of the lockout device.		
<input type="checkbox"/> Steps have been taken to prevent the Authorized Employee from resuming work at this site without notification that their lock and tag have been removed.		

Witness Name: \_\_\_\_\_

Time and Date: \_\_\_\_\_

Witness Signature: \_\_\_\_\_