

EMERGENCY LOCK REMOVAL

This procedure may be used to remove the lock of a Lockout Authorized Employee who is not on campus when the machinery or equipment must be restarted prior to the Lockout Authorized Employee's return to campus. This procedure may only be implemented by the supervisor of the unavailable Lockout Authorized Employee or, in the event of a group lockout, the Primary Lockout Authorized Employee.

REMOVAL PROCEDURE INFORMATION				
Department:			Date:	
Machine/System:		Machine/System Location:		

Attempt to contact the employee to whom the lock belongs to determine the status of the lockout procedure and advise that the lock will be removed. Method(s) of contact: _____

1. The supervisor or Primary Lockout Authorized Employee must inspect the work area to verify the lockout status and work progress on the machinery or equipment.
2. Remove the Lockout Authorized Person's lock. The supervisor or Primary Lockout Authorized Employee must ensure that lockout integrity is maintained.
3. The supervisor or Primary Lockout Authorized Employee will then assure that the service or maintenance work is completed in order to close the lockout procedure.
4. The supervisor or Primary Lockout Authorized Employee must discuss the status of the work with the Lockout Authorized Employee prior to the Lockout Authorized Employee returning to the work location.

AUTHORIZATION		
I was informed of the status prior to my return to the work location.	Employee Name:	
	Signature	
I certify that I have followed and completed this procedure.	Supervisor Name:	
	Signature:	