

**UNIVERSITY OF ROCHESTER  
ENVIRONMENTAL HEALTH & SAFETY**

<b>Policy No.: OS002</b>	<b>Approved by: Michael Liberty</b>
<b>Title: Control of Hazardous Energy (Lockout/Tag out)</b>	<b>Date: 10/24/19</b>
<b>Revision No.: 4</b>	<b>Page 20 of 21</b>
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**Appendix C: Lock Removal Form by person other than owner**

<b>General Information:</b>	
Date & time of initial request to remove lock:	Work Unit of lock owner:
Name of lock owner whose lock/tag is to be removed:	Name of lock owner's supervisor:
Equipment & location:	
Is it absolutely necessary for the equipment to be reenergized before the lock owner can return to personally remove the lock?                      Yes                      No	
If "Yes", explain why:	

<b>Document Reason for Removing Lock: (Lock owner called in sick, lock owner forgot to remove lock before leaving site, etc)</b>

<b>Document attempts to contact lock owner prior to removal:</b>		
<b>Date &amp; Time</b>	<b>Method of Attempted Contact</b>	<b>Result</b>
@		
@		
@		

<b>Lock Removal:</b>	
<input type="checkbox"/> Verify that the lock will be removed by the supervisor of the lock owner or the supervisor's direct designee.	
<input type="checkbox"/> Verify that the supervisor of the lock owner or the supervisor's direct designee has reviewed the equipment to ensure that it can be safely reenergized.	
Lock removed by:	Date & time of removal:

<b>Notifications:</b>
<input type="checkbox"/> Verify that EHS has been informed (i.e. via e-mail or phone call/message) of lock removal within 24 hours of removal.
<input type="checkbox"/> Verify that lock owner has been informed of lock removal prior to beginning their next shift.

**Signature of Lock Owner's Supervisor:** \_\_\_\_\_