### Lockout/Tagout Program Lock Removal Form

**Unauthorized Removal of LO/TO Energy Isolation Devices, Lock, or Tags May Be Grounds for Termination**

1. **General Information:**
   - Date and Time of request to remove lock: [ ]
   - Lock owner's Department: [ ]
   - Name of lock owner whose lock is to be removed: [ ]
   - Name of lock owner's Supervisor: [ ]
   - Equipment and location: [ ]

2. **Document Reason for equipment to be reenergized before the lock owner can return to personally remove the lock (e.g. left work and failed to remove lock, called in sick, unable to return to work):**

3. **Document attempts to contact lock owner prior to removal:**
   - Date and time: [ ]
   - Method: [ ]
   - Result: [ ]

4. **Lock Removal:**
   - The lock will be removed by the supervisor of the lock owner or the supervisor’s direct designee: [ ]
   - The supervisor of the lock owner or the supervisor’s direct designee has reviewed the equipment to ensure that it can be safely reenergized: [ ]
   - Supervisor has informed the lock owner of the lock removal prior to beginning the next scheduled day of work: [ ]

   - Lock Removed by (Please Print): [ ]
   - Sign: [ ]
   - Date and Time of removal: [ ]

5. **Authorization: (Authorization shall be by the appropriate Director of Facilities Services or the Assistant Director in their absence):**
   - Authorized by (Please Print): [ ]
   - Sign: [ ]
   - Date and Time of authorization: [ ]

---

**Completed Forms Are To Be Turned Into Environmental Health and Safety**