



Appendix A: Absentee Lock/Tag Removal Form

When an authorized employee who applied a lock or tag device is not available to remove the lock or tag, then this lock removal procedure shall be used. The local LOTO Program Coordinator or designate will apply the following procedure:

1. Verify that the authorized employee who applied the device is not at the facility;
2. Make all reasonable efforts to contact the authorized employee to inform them that their lockout or tag out device has been removed.
3. Clearly state the reason why the LOTO device is to be removed and why it cannot wait until later.
4. Ensure that the authorized employee has this knowledge before they resume work. This can be accomplished by meeting with the employee prior to that employee beginning work activities upon their earliest return to work.
5. Complete a lock removal form and submit to OHS upon completion of this form.

- o **Owner of Lock:** _____
- o **Name of Supervisor Initiating Removal:** _____
- o **Location/Name of Equipment:** _____
- o **Date of Removal:** _____ **Time:** _____
- o **Type of Energy (e.g., Electric, Pneumatic, Mechanical):** _____

Steps taken to contact Owner of Lock/Tag:

Date/Time Contact was Attempted: _____
Phone number/Method of Contact: _____
Reason for removing Lock or tag:

Signature of Supervisor Initiating Removal: _____

Signature of Individual whose LOTO device was removed:** _____

**By signing, the individual whose LOTO device was removed certifies that they have been made aware of the fact that their energy control device identified above was removed under the supervision of an authorized supervisor and realize that they no longer have this equipment under isolation