

Under normal circumstances, each lockout or tagout device shall be removed from each energy isolating device by the employee who applied the device.

If lockout or tagout devices are not removed and the equipment/system needs to be reactivated, the Abandoned Lock/Tag Removal steps must be followed and this form must be filled out.

Abandoned Lock/Tag Removal

Name of employee on lock/tag: _____

Attempt to contact the employee to determine their location.

Attempted to contact employee on the radio:

yes no If no, reason _____

Answered? yes no

Attempted to contact employee on cell or home phone:

yes no If no, reason _____

Answered? yes no

If employee answers and indicates they are not present and forgot to remove their lock/tag, the supervisor or Lockout Coordinator can remove the lock/tag and proceed with written equipment/system startup procedure.

If the employee cannot be reached, the supervisor or Lockout Coordinator must perform a complete inspection of the affected work area to ensure the employee is not present. If the employee cannot be found, the supervisor or Lockout Coordinator can remove the lock/tag and proceed with written equipment/system startup procedure.

Inspection performed

Lock/Tag Removal Information

Equipment/System Affected: _____

Equipment/System Location: _____

Reason lock/tag is to be removed:

Supervisor/Lockout Coordinator Name: _____

Signature: _____

Date & Time (of lock/tag removal): _____

Affected Employee Signature: _____

This form must be signed by the employee before they start work again. A copy of the signed form must be filed with the Facilities Manager.