

LOCKOUT TAGOUT DEVICE REMOVAL

Instructions:

When an authorized employee who applied a lockout or tagout device is not available to remove it, the authorized employee who intends to remove the lock must complete this form to ensure that the requirements of 29 CFR 1910.147(e)(3) have been met.

- Completed forms must be maintained by the department for a minimum of one year.
- All completed forms are subject to audit by representatives from Campus Services, EHSO and the Occupational Health and Safety Administration (OSHA).

GENERAL INFORMATION		
DEVICE LOCATION	DATE	
AUTHORIZED EMPLOYEE COMPLETING FORM	DEPARTMENT COMPLETING FORM	
REASON FOR REMOVAL		
	AUTHORIZED EMPLOYEE WHO INSTALLED THE LOTO DEVICES IS NOT ON-SITE	
	AUTHORIZED EMPLOYEE WHO INSTALLED THE LOTO DEVICES IS NO LONGER EMPLOYED BY EMORY UNIVERSITY, YERKES, OR EMORY HEALTHCARE. CHECK N/A IN THE SIGNATURES AND NOTIFICATION SECTION.	
PROCEDURES FOR REMOVAL		
1. CONTACT THE AUTHORIZED EMPLOYEE WHO APPLIED THE LOTO DEVICE AND REQUEST THAT THEY REMOVE THEIR LOTO DEVICES. IF THE AUTHORIZED EMPLOYEE IS NOT AVAILABLE, FOLLOW STEPS 2 – 4 (AS NECESSARY) TO OBTAIN PERMISSION TO REMOVE THE DEVICES.		
2. CONTACT THE EMPLOYEE’S SUPERVISOR/MANAGER (OR EQUIVALENT).		
3. CONTACT THE EMPLOYEE’S DIRECTOR (OR EQUIVALENT).		
4. CONTACT THE EMPLOYEE’S ASSOCIATE VICE PRESIDENT (OR EQUIVALENT).		
SIGNATURES AND NOTIFICATION		
AUTHORIZED EMPLOYEE (WHO’S DEVICES WERE REMOVED)	N/A	DATE
EMPLOYEE PROVIDING APPROVAL (SIGNATURE AND TITLE)	/	
AUTHORIZED EMPLOYEE COMPLETING FORM	DATE	