



Appendix C

Emergency Lock Removal Form

Instructions:

This form shall be completed prior to the removal of an employee or contractor's lockout equipment.

A supervisor, either responsible for the employee who has equipment requiring emergency removal or having sufficient knowledge of the equipment or lockout shall complete this form.

A supervisor shall communicate to the authorized employee verbally or face-to-face before that authorized employee resumes work that an emergency lock removal has occurred.

The original emergency lock removal form shall be forwarded to the Risk Management and Safety (RMS) department for record retention of three (3) years.