**Appendix C**

**Penn State University Lock Removal Form**

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| **General Information:** |
| Date & time of initial request to remove lock:  | Work Unit of lock owner:  |
| Name of lock owner whose lock/tag is to be removed: | Name of lock owner’s supervisor: |
| Equipment & location: |
| Is it absolutely necessary for the equipment to be reenergized before the lock owner can return to personally remove the lock? Yes NoIf “Yes”, explain why: |
| **Document Reason for Removing Lock:****(Lock owner called in sick, lock owner forgot to remove lock before leaving site, etc)** |
|  |
| **Document attempts to contact lock owner prior to removal:** |
| **Date & Time** | **Method of Attempted Contact** | **Result** |
| @ |  |  |
| @ |  |  |
| @ |  |  |
| **Lock Removal:** |
|  Verify that the lock will be removed by the supervisor of the lock owner or the supervisor’s direct designee. |
|  Verify that the supervisor of the lock owner or the supervisor’s direct designee has reviewed the equipment to ensure that it can be safely reenergized. |
| Lock removed by: | Date & time of removal: |
| **Notifications:** |
|  Verify that the Work Unit’s / College’s Safety Officer has been informed (i.e. via e-mail, phone, message) of lock removal within 24 hours of removal. |
|  Verify that lock owner has been informed of lock removal prior to beginning their next shift. |

**Signature of Lock Owner’s Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**