

## Procedure for Removal of Lock by Someone Other than the Worker Who Applied It

On occasion, it may be necessary for a lock to be removed by someone other than the worker who applied it. When the worker who applied the lock is absent, the following procedure will be applied before the lock is removed:

1. The supervisor will make every reasonable attempt to contact the worker before removing the lock. If successfully contacted the worker is made aware of the situation and asked to come back to the worksite to remove the lock.
2. If the supervisor is unable to contact the worker, they must confirm the status of the equipment or process and verify it to be in a state that will allow for the safe removal of the lock and that no person will be put at risk when the lock is removed.
3. The lock and tag are removed with a witness present and secured by the individual responsible for the removal.
4. Provisions are made to ensure the owner of the lock is notified that their lock and tag have been removed.

The individual responsible for the lock removal will complete the Lock Removal Form detailing why it was necessary to remove the lock and what steps were taken to verify the equipment or process was in a state allowing for the safe removal of the lock. The lock removal report will be retained by the employer for three years.