



PART 1 - GENERAL INFORMATION

Removal Request

Date

Time

Work Unit or Department of Lock Owner

Name of lock owner whose lock/tag is to be removed

Name of lock owner's supervisor

Equipment and location

Is it absolutely necessary for the equipment
to be re-energized before the lock owner can
return to personally remove the lock?

Yes

No

If Yes, explain why

PART 2 - REASON FOR LOCK REMOVAL

Lock owner called in
sick, lock owner forgot
to remove lock before
leaving, etc.

PART 3 - CONTACT ATTEMPT DOCUMENTATION

Date

Time

Method of attempted contact

Result

Date

Time

Method of attempted contact

Result

Date

Time

Method of attempted contact

Result

PART 4 - 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 re-energized

Lock removed by

Date

Time

PART 5 - NOTIFICATION

Verify that the OPP Safety Coordinator has been notified (via email, phone, or message) of lock removal within 24 hours

Verify that the lock owner has been informed of lock removal prior to beginning their next shift

Supervisors signature

Date