



## Lockout/Tagout Absent Employee Lock Removal Procedure

### Instructions

If present, the Absent Person's supervisor must physically witness the lock removal and must retain possession of the lock(s). Before the Absent Person returns to any work duty, the Absent Person's supervisor must ensure that the person is presented with the removed lock and is informed of the reasons for the removal.

The completed absent Authorized Person LOTO Lock Removal Form must be returned to EHS at [firesafety@kennesaw.edu](mailto:firesafety@kennesaw.edu).

### Designated Person

\_\_\_\_\_ is the single, designated person to contact when a lock or other device requires removal by someone other than the authorized employee who applied the device.

### List the steps taken to verify the absent employee is not at the facility.

### List the steps taken to contact the absent employee (if different from above).

### List the steps taken to ensure the absent employee knows their device has been removed (if different from above):

<b>Diagram or photos of unit.</b>		<b>Schematic/Blueprint Attached?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Written Procedures Author:</b>	<b>To be Developed by (date):</b>	<b>To be Implemented by (date):</b>	
<b>Remarks</b>			
<b>Authorization</b>			
<input checked="" type="checkbox"/> <b>Approved</b>			
I acknowledge that I have conducted a Lockout Tagout Assessment of the equipment or machine named above and have detailed the findings of the assessment on this form.			
* Further detailed on attachment: <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Name</b>		<b>Signature</b>	
<b>Title</b>		<b>Date</b>	
<b>Assessment Form Retention Information</b>		<b>Attachments</b>	
<b>Permanent Retention File:</b> EHS Department	<b>Location:</b> EHS Team Application	<b>Yes</b>	<b>No</b>
<b>Date Filed</b>	<b>Filed By</b>	<b>*See following pages</b>	