

# EMERGENCY LOCK REMOVAL CHECKLIST

OSHA 1910.147 Compliance — Complete ALL steps in order — Initial each item

**⚠ WARNING:** Improper lock removal can be FATAL. This procedure is ONLY for genuine emergencies when the authorized employee is unavailable. NEVER use for schedule pressure or convenience.

Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Equipment ID/Name: \_\_\_\_\_ Location: \_\_\_\_\_  
Lock Owner Name: \_\_\_\_\_ Lock Owner Badge #: \_\_\_\_\_

## 1 VERIFY EMPLOYEE ABSENCE

- Checked parking lot for employee's vehicle
- Reviewed sign-in/badge records
- Had security search all work areas
- Asked coworkers if anyone has seen employee
- If ANY indication employee may be on site — STOP. Do not proceed.**

## 2 CONTACT EMPLOYEE (document all attempts)

- Called cell phone — Time(s): \_\_\_\_\_
- Sent text message — Time: \_\_\_\_\_
- Called home/alternate number — Time: \_\_\_\_\_
- Contacted emergency contact — Name: \_\_\_\_\_

## 3 GET AUTHORIZATION

- Presented contact documentation to supervisor
- Received authorization from: \_\_\_\_\_
- Authorization method:  Written  Verbal  Email

#### 4 INSPECT WORK AREA

- Checked for tools left at work site
- Inspected for open panels or incomplete work
- Looked inside enclosures and confined spaces
- Verified no one inside/under/behind equipment
- If ANY signs of incomplete work — STOP. Do not proceed.**

#### 5 REMOVE & DOCUMENT

- Took photos before removal
- Removed lock using bolt cutters
- Saved cut lock and tag as evidence
- Updated LOTO log with removal details

#### 6 INFORM EMPLOYEE

- Employee notified via: \_\_\_\_\_
- Date/time employee was informed: \_\_\_\_\_

#### **BESS** ADDITIONAL REQUIREMENTS (complete if applicable)

- System owner notified before removal
- BMS checked for alarms or abnormal conditions
- Verified HVAC remained operational during lockout
- All related isolation points accounted for

### ✓ AUTHORIZATION & SIGNATURES

I confirm all steps above were completed before lock removal.

Person Removing Lock (Print & Sign):	Time:
_____	_____
Authorizing Supervisor (Print & Sign):	Time:
_____	_____
System Owner — BESS only (Print & Sign):	Time:
_____	_____