



# LOCK-OUT / TAG-OUT

## Emergency Removal Notification

In accordance with the requirements of the Amherst College Physical Plant "Hazardous Energy Control Policy" and as agreed upon by the Environmental Health & Safety Committee, an **emergency removal** of a lock and/or tag out device has been performed. The required removal took place as follows:

On \_\_\_\_ / \_\_\_\_ / \_\_\_\_ at \_\_\_\_ a.m. / p.m. I, \_\_\_\_\_  
(Date) (Time) (Print Name)

was authorized to remove a **Lock-Out / Tag-Out** device from an Energy

Isolating Device in \_\_\_\_\_, Area / Room \_\_\_\_\_  
(Building) (Location)

The lock and/or tag was removed from the energy isolating device for this purpose:

Before removal was performed the steps listed below were taken to ensure policy compliance:

1. Verified that \_\_\_\_\_ was not on campus.  
(authorized / original installer)
2. All reasonable attempts to contact the original installer were unsuccessful. Employee could not be reached because of:  
\_\_\_\_ Personal Time    \_\_\_\_ Radio Range    \_\_\_\_ Sick Leave    \_\_\_\_ Vacation
3. As a result, this notification has been placed on the original installers **departmental / shop lock box** or other approved alternative to guarantee that the authorized initial installer has been notified **verbally in writing** that their lock-out / tag-out device has been removed before they resume work.

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Physical Plant  
Shop Supervisor

Physical Plant  
Lock Smith

- This notification must be signed by both shops or the Assistant Director of Operations in their absence, and shall be placed on the lock box, as required by Amherst College Policy.

Copies

**White** - Key / Lock Box

**Yellow** - Supervisor/Director of Operations

**Pink** - Lock Shop