

# Lock Identification Form



## BENEFITS

Companies have a duty to protect workers both while using equipment and machinery for their intended purpose and when repairing and maintaining that equipment. The primary way of fulfilling that duty is through what's called 'lockout,' which is when a equipment has been turned off and rendered inoperable with the use of a lock. The OHS laws generally require workers to be assigned individual, personal locks.

## HOW TO USE THE TOOL

Use this Model Lock Identification Form every time a lock is assigned to a worker to document:

- The lock number;
- Who it was assigned to;
- That worker's department;
- The date the lock was assigned; and
- The date it was returned.