

# Lock Removal 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. In general, no one should remove someone else's lock. But there may be times when a supervisor may have to remove a worker's lock, such as when that worker can't be located.

## HOW TO USE THE TOOL

Adapt this Model Lock Removal Form for your workplace. Make sure that it's consistent with your lockout policy and the requirements in your jurisdiction's OHS law. Require supervisors to complete this form any time they remove a worker's lock from a piece of machinery or equipment. And ensure that supervisors are properly trained on this procedure.

## ADDITIONAL RESOURCES

**AB:** Guide to Part 15 of the *OHS Code 2009*

**BC:** Lockout Booklet; Lockout Safety Talk; Video: Lockout: A guide to safe work practices

**MB: Guideline for Safeguarding Machinery and Equipment**

**NB: Lockout Hazard Alert; Lockout Handout; Lockout Safety Talk; Lockout Checklist**

**NS: [Lock-out: A Guide to Part 6 of the Occupational Safety General Regulations](#)**