

# INSTRUCTIONS

## EXAMPLE 1 - EMERGENCY LOCK REMOVAL PROCEDURES & FORM FILL- IN & PRINT



Grain Handling Safety Coalition

### Requirements:

Microsoft Word

Computer Skills: low to medium

### General Information:

1. The Emergency Lock Removal Procedures & form are Microsoft Word documents.
2. The Emergency Lock Removal form is a table.
3. Insert company name, company logo, and dates through content control boxes.

### Instructions:

1. Download & save file from the website.
2. **ADD YOUR COMPANY NAME** – Click on the blue text and type in the company name.
  - a. This is a content control box. Once you type in the name of the company the content control box is removed.
3. **ADD DATES** – Click on the blue text. Click on the down arrow. Select a date with the calendar feature. Click outside the box to insert the date.
  - a. This is a content control box.
  - b. To change the date – click on the date and the control box returns.
4. **ADD YOUR COMPANY LOGO** to the documents. Click on the picture in light blue shaded area. It will take you to your pictures folder. Select the picture you want (click on it to highlight it) and click on “Insert” at the bottom. The picture will be automatically inserted and sized. It allows for up to a height of 1” and width of 2.5” in order to keep this document to one page.
  - a. This is a content control box.
  - b. To DELETE the content control box - Click in the blue shaded area. A tab will appear that says “picture”. Click on the tab, then hit delete on your keyboard.
  - c. To CHANGE THE CONTROLS on the picture size – Click in the blue shaded area and “handles” will appear. Click and drag the handles to the picture size desired. Click outside the blue area to save the change. Click on the picture icon to insert picture.
5. **PRINT** documents when completed. Use the Emergency Lock Removal form as needed.
6. Content Control Boxes - To make other changes to any content control box the Developer menu tab is needed. If the Developer tab is not on the menu bar go to File, choose Options, select Customize Ribbons. Select Main tabs in the upper right drop down menu and then select Developer in the middle right box and click OK.



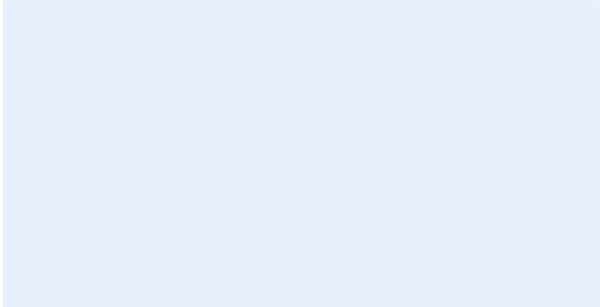
[CLICK HERE](#) and type Company Name

## Emergency Lock Removal Procedure

1. An emergency lock removal should only be used if the person who initiated the LOTO is **NOT** able to complete the lockout process and remove his/her lock.
2. The decision for emergency lock removal is made by management. Locks are to be removed **ONLY** by the site manager or a trained person authorized by the site manager.
3. Verify the location of person whose lock needs to be removed and his/her absence from the premises.
  - a. Attempt to contact the person to find out the status of the equipment and have the lock removed and/or notify the person his/her lock is going to be removed.
4. Remove lock and follow start up procedures.
5. Notify the employee his/her lock has been removed prior to his/her return to work.
6. **For record keeping purposes**, complete a lock removal form which includes: date, where lock/tag is applied, reason for removal, notification attempts to have employee remove lock/tag, and copy of notification to employee his/her lock & tag has been removed upon his/her return to work.

Date Adopted: 34T

Date Revised: 34T



**34T**

**EMERGENCY LOCK REMOVAL FORM**

Date: \_\_\_\_\_ Name assigned to removed lock: \_\_\_\_\_

Location of lock/tag to be removed: \_\_\_\_\_

Reason for emergency removal of Lock/tag: \_\_\_\_\_

Employee Absence verified?    YES    NO    Contact attempted before removal?    YES    NO

Contact attempts **OR** explain why contact was not attempted: \_\_\_\_\_

Manager signature authorizing lock removal: \_\_\_\_\_

Signature of person removing lock (if different): \_\_\_\_\_

**Notification to employee of Lock removal**

Notice provided before employee's return to work?    YES    NO    Date: \_\_\_\_\_

Copy provided to employee?    YES    NO    Date: \_\_\_\_\_

*I verify I received a copy of the emergency lock removal notice for the removal of my lock/tag.*

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_