

2.14 Removal Of Locks And Tags By Others

1. **Purpose**

To provide instructions for MCR personnel, and/or other authorized staff, to obtain a spare key to remove lockout/tagout by others. This may only be done when the individual who attached the tag, and/or lock, is not available.

2. **Responsibilities**

2.1 MCR operators and coordinators are responsible for implementing this procedure during operating periods.

2.2 During normal working hours the C-A Safety Office, or the ESH Coordinator, shall implement this procedure.

3. **Prerequisites**

3.1 Personnel who have locked and tagged equipment are not available to remove locks and tags.

3.2 Two authorized persons and one supervisor for the system/equipment are available.

3.3 Only personnel who have been trained and authorized in lockout/tagout can implement this procedure.

4. **Precautions**

4.1 The equipment in question must be needed for C-A operation, maintenance, or for personnel safety.

5. **Procedure**

5.1 Try to contact person whose name is on tag and/or lock (page or call at home if necessary).

Note:

A committee of three employees, one of whom shall be a line supervisor and two of whom shall be authorized employees, shall determine if it is safe to remove a tag or lock.

5.2 Fill in form shown Appendix A.

- 5.3 Obtain key number of lock to be removed from requester.
- 5.4 Use Log book in Room 129 in Bldg. 911A to locate particular key in key box on wall in Room 129.

<p><u>Note:</u> If key not available, the lock may be cut off</p>
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- 5.5 For MCR removal of a lockout, use key box entry key assigned to the MCR located in the MCR key locker to open key box to remove lock key required to remove lockout.
- 5.6 Relock key box.
- 5.7 Give lockout key to C-A supervisor acting as lockout removal committee leader.
- 5.8 Remove LOTO in accordance with normal personnel method specified in [ESH 1.5.1](#).
- 5.9 Direct committee leader to place written notice in lockout person's mail drop informing him of lockout removal.
- 5.10 Person's supervisor shall be contacted beginning of next work period.
- 5.11 After lock and tag is removed in accordance with LOTO procedure, return lock, key, and Appendix A form to C-A Safety Office, Room 129, next working day.

6. Documentation

- 6.1 Completed form from Appendix A - "Form for Removal of C-A Lockout/Tagout by Others".
- 6.2 Notification to employee of lockout removal.

7. References

- 7.1 [BNL ESH 1.5.1 Lockout/Tagout Requirements](#).

8. Attachments

- 8.1 Appendix A "Form for Removal of C-A Lockout/Tagout by Others".

APPENDIX A

FORM FOR REMOVAL OF C-A LOCKOUT/TAGOUT BY OTHERS
Per ESH Manual Section 1.5.1, Lockout/Tagout Requirements

Requester _____ Date _____

Time _____

Name on Tag _____ Lock Number _____

Reason for Removal _____

Has Person on Tag been called _____

Person Releasing Spare Key _____

Committee to Remove:

Supervisor _____ Life Number _____

Authorized Personnel _____ Life Number _____

Authorized Personnel _____ Life Number _____

Key and Lock Returned to C-AD Safety Office _____