

	Standard Operating Procedure Emergency Removal of Safety Locks	SOP Number G-106	Revision 2
		Effective Date 05/10/22	Page Page 1 of 3
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Title: Safety Director	Title: Maintenance Manager	Title: QA Manager	

1.0 Purpose

This procedure establishes a Lockout / Tagout (LOTO) Program that is compliant with 29 CFR 1910.147 for proper Lockout and Tagout of equipment. This program also meets OSHA standards.

2.0 Scope

This procedure provides the general guidelines for Lockout Tagout procedures for general safety and procedures for equipment.

3.0 Responsibility

- 3.1 It is the responsibility of management, affected, and authorized employees to understand this procedure.
- 3.2 It is the responsibility of the Department Heads, Managers and Supervisors to implement this procedure and ensure compliance by personnel with requirements in this procedure.
- 3.3 It is the responsibility of Operations and Quality to ensure this procedure is being followed.

4.0 Definitions

- 4.1 **LOTO** - Lockout / Tagout; Safety procedures that identify equipment that is damaged or de-energized.
- 4.2 **OSHA** - Occupational Safety and Health Administration; A division of the Department of Labor that sets and enforces occupational health and safety rules.

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- 4.3 **Authorized Employee** – an employee that has the authority to use lockout devices and is responsible for locking and tagging out equipment that is suspected of malfunction.
- 4.4 **Affected Employee** – any employee that has direct contact with equipment that is in Lockout or Tagout.
- 4.5 **All employees** – employees, contractors, temporary employees, or other personnel that are exposed to or work around equipment that can be under Lockout / Tagout protocols.
- 4.6 **Excessive** – force or technique needed to remove a lock, such as the use of bolt cutters.
- 4.7 **HR** – Human Resources

5.0 References

- 5.1 29 CFR 1910.147 The Control of Hazardous Energy (Lockout/Tagout)
- 5.2 G-106-F1, Form, Emergency Removal of Safety Locks Authorization
- 5.3 G-301, SOP, Repair and Maintenance of Production Equipment and Facility

6.0 Procedure

- 6.1 CAUTION – locks can only be removed by an individual other than the owner of the lock in extreme circumstances. This procedure and documentation must be strictly followed.
- 6.2 In the event that a lock needs to be removed for an emergency, it should only be done under the supervision and control of first responders or when there is an imminent life threatening emergency.
- 6.3 If a lock needs to be removed because the owner is suspected to have left the property and has not removed their lock then every precaution must be made to ensure the employee is not on property and removal of the lock will not put the authorized or affected employee in danger if the lock is removed by excessive means.

6.4 If a lock is left on a piece of equipment then every attempt must be made to contact the owner of the lock.

6.4.1 A head count and attendance of all lock owners will be done by the Authorized Employee or the Supervisor that oversees typical use of the equipment and the absence will be verified with HR, head of Maintenance, head of Operations, or V.P. of Quality and Regulatory Affairs.

6.4.2 If the owner of the lock has left the property, then the owner of the lock should make a reasonable effort to return to the property to safely remove their lock.

6.4.3 If the owner of the lock cannot reasonably return to the property and all efforts have been made to verify that the owner of the lock is not on property, excessive removal of the lock can be authorized by filling out G-106-F1, Emergency Removal of Safety Lock Form.

6.4.3.1 If the owner of the lock has been terminated, then a member of HR will provide, in writing, documentation of that employee's termination and attach it to G-106-F1.

6.4.3.2 A Work Order to have the lock(s) and/or lockout device(s) removed must be attached to G-106-F1. The Work Order should include Room Number, Lock Number, and lock owner's name (authorized employees or contractor). Refer to SOP G-301 Repair and Maintenance of Production Equipment and Facility.

7.0 Revision History

Revision	Date	Description of Changes	CCR #	By
0	11/09/17	New procedure.	N/A	K. Tyrrell
1	03/05/21	Update procedure to reflect current requirements.	CC-21-0094	B. Almand
2	02/14/22	Update header. Added reference to SOP G-301.	CC-22-0070	B. Almand



Emergency Removal of Safety Lock Authorization

Form: G-106-F1

CCR No. CC-22-0070

Revision: 2

Request for removal of lock requested by:

Print Name _____

Job Title _____

Time _____

Date _____

Signature _____

Information about employee/contractor that lock is being removed

Print Name _____

Job Title _____

Lock Number(s) to be removed: _____

Phone 1 _____

Phone 2 _____

Give detailed reason for removal request, i.e., lost key, employee terminated, person left property.
If employee is terminated and not authorized to return, HR must attach a copy of the termination letter.

To be filled out by HR department or designee attempting to contact employee/contractor

Print Name _____

Job Title _____

Time _____

Date _____

Signature _____

Details _____

Print Name _____

Job Title _____

Time _____

Date _____

Signature _____

Details _____

Authorization to remove lock(s)

Two signatures are required (Head of Maintenance, Head of HR, Production Director, VP of Quality & Regulatory)

Print Name _____

Job Title _____

Time _____

Date _____

Signature _____

Print Name _____

Job Title _____

Time _____

Date _____

Signature _____