

**Lock and Tag Removal due to Employee Absence
North Carolina Central University**

LOTO locks and tags shall be removed only by the LOTO - authorized employee who applied them.

Exception: When the LOTO-authorized employee who applied a lock and tag is not present at the University, the lock and tag may be removed by the direct supervisor of the employee in coordination with the equipment supervisor, provided that all of the following conditions are satisfied:

- The direct supervisor and the equipment supervisor verify that the LOTO - authorized worker who applied the lock and tag is NOT at the University.
- All reasonable efforts shall be made to contact the LOTO-authorized employee who applied the lock and tag to:
 - Inform the LOTO - authorized employee that the lock and tag are to be removed.
 - Determine the operational and safety status of the equipment.
- The direct employee supervisor determines that the equipment or area is safe before the lock and tag are removed.

Furthermore, when a lock and tag applied by a LOTO - authorized employee are removed during that employee's absence from the University, the employee's supervisor shall not allow work to resume until they are able to inform the subject employee that the lock and tag were removed.

Additional explanation:

If implementation of this procedure is necessary in any instance on campus, the employee's direct supervisor must sign and date below to indicate that the procedure was used to remove a LOTO device safely.

Authorized Employee subject to LOTO removal	Employee 820#	Date
Supervisor of Authorized Employee	Employee 820#	Date

One copy to departmental file – One copy to Environmental Health & Safety Office – Fax – (919) 530-8948