



Rochester Institute of Technology

**LOCKOUT/TAGOUT ABSENT EMPLOYEE LOCK REMOVAL PROCEDURE**

\_\_\_\_\_ is the designated person to be contacted when a lock or other device requires removal by someone other than the authorized employee who applied the device.

List the steps taken to verify that the absent employee is not on campus:


List the steps taken to contact the absent employee (if different from above):


List the steps taken to ensure the absent employee knows their device has been removed (if different from above):


Completed by: \_\_\_\_\_

Date: \_\_\_\_\_

**COMPLETED FORMS CAN BE FAXED TO: RIT ENVIRONMENTAL HEALTH & SAFETY at (585) 475-2966 OR SEND ELECTRONICALLY TO JAFEHS@RIT.EDU.**