

EASTERN MICHIGAN UNIVERSITY TM

Lockout/Tagout Supervisor Release Form

When the authorized employee who applied the lockout and/or tagout device is not available to remove it, that device may be removed by the supervisor following these procedures:

1. Verification by the supervisor that the authorized employee who applied the device is not currently at EMU.
2. All reasonable efforts must be made to contact the authorized employee to inform him/her that his/her lockout and/or tagout device has been removed.
3. Ensure the authorized employee has this knowledge upon his/her return to work at EMU.

The following information must be completed by the supervisor for each lockout/tagout device removed.

Name employee applying lockout/tagout device:

Equipment lockout/tagout device was applied to:

Reason for removal of lockout/tagout device:

Measures taken to verify the employee applying lockout/tagout device is no longer at EMU:

Measures taken to contact the employee for notification of lockout/tagout device removal:

Measures taken to notify employee of lockout/tagout device removal upon their return:

Supervisor Signature:** _____ *Date:** _____

* Signature of Supervisor Removing Lockout/Tagout Device

***Time: _____

** Date device was removed

*** Time Lockout/Tagout device was removed