



Abandoned Lock Removal Form		
Mount Royal University - Environmental Health & Safety Documentation		
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It is the responsibility of authorized employees to remove their own lock at the end of the workday and/or completion of the task. If an authorized employee forgets to remove their lock before leaving MRU, the Supervisor must:

1. Contact the authorized employee (or in the case of a contractor, the contractor's supervisor) to verify that the employee has left MRU and inform the authorized employee that their lock is being removed.
 - a. The Supervisor must make all reasonable attempts to reach the employee prior to removing their lock. If the authorized employee cannot be contacted but the Supervisor has confirmed that the employee is no longer on site, the Supervisor shall continue to the next step.
2. The equipment will be inspected and if it is deemed to be in safe working order, the Supervisor may remove the lock and restore energy to the equipment.

Department: _____

Lock Location: _____

Authorized Employee: _____

Date Lock Removed: _____

Authorized Employee Notification Verification:

Notified by (check one): Phone Text In Person

Date: _____ Time: _____ am / pm

Supervisor Signature: _____

Authorized Employee Signature: _____ (when available)

Original to be retained by the Supervisor.

Copy to be provided to the authorized employee (or contractor supervisor) for their records.