





**WARNING:** This is considered to be an emergency procedure only to be undertaken in extreme circumstances and with Department approval.

When the LOTO-Authorized Employee who applied a LOTO device is not available to remove it, that device may be removed by his or her supervisor if it is safe to do so, and only after the following emergency removal procedure has been implemented.

Extreme care must be taken, and the following four steps must be performed:

1. The supervisor must verify that the LOTO-Authorized Employee is not at the Sanford Laboratory facility.
2. The supervisor must make every reasonable effort to contact the LOTO-Authorized Employee. This may include a telephone call to the employee's home or other location.
  - These efforts must be documented (email, registered letter, voicemail, telephone verbal assurance to the supervisor and one other person, etc.).
  - If the employee is contacted, the supervisor must inform the employee that his or her LOTO devices are being removed.
3. The supervisor must verify that it is safe to remove the LOTO devices.
  - The supervisor may then cut off the lock or have it cut off by the Operations Department.
4. Before the worker returns to **any work duty**, the supervisor must ensure that the LOTO-Authorized Employee is presented with the removed lock upon returning to work and is informed of the reasons for the emergency removal.
  - The emergency procedure must be duly recorded in the department's records and signed by both the Supervisor and LOTO-Authorized Employee.

**Note:** If the LOTO-Authorized Employee's immediate supervisor is not available, the emergency removal may be performed by one level of management above the LOTO-Authorized Employee's supervisor, or by a delegated individual with documented authorization by the supervisor to perform this function, using the above steps. Contact The Sanford Lab Electrical Safety Engineer if no authorized person is available to implement the emergency removal procedure.