



**BOISE STATE UNIVERSITY**  
ENVIRONMENTAL HEALTH, SAFETY  
AND SUSTAINABILITY

## Forcible Lock Removal Procedure

[Idaho Division of Building Safety](#)  
General Health and Safety Standards 150  
[OSHA 1910.1030](#)

March 12, 2014

A representative of EHS&S and the department supervisor together must complete the lock removal process. The following information must be filled out before a lock, belonging to another Boise State Employee or Contractor hired by Boise State University, can be removed. Once a lock has been identified that it needs to be removed the supervisor of that person must be notified.

Notification of lock owner – verified



Owner of the Lock

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Date lock was removed

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Name of person removing lock

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Equipment lock was removed from

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Visual inspection of the locked out equipment



Verify that everyone is clear



Confirm that the work has been completed



Verification the equipment is ready to be energized



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Department Supervisor Signature

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EHS&S Representative