Group Lockout Sign-In/Sign-Out Sheet

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A fillable log for tracking each authorized employee's personal lock on a group lockbox. A written log alone does not satisfy OSHA's group lockout requirement — each employee must still physically affix their own lock — but a log like this helps document who was protected and when.

Equipment/Machine: _____ **Date:** _____ **Primary Authorized Employee:** _____

Employee Name	Time In	Signature (Lock Applied)	Time Out	Signature (Lock Removed)

This log is a documentation aid and does not replace the requirement for each authorized employee to physically affix and remove their own personal lockout device. © Shield Certificates — shieldcerts.com