

*The College of*  
**WILLIAM & MARY**

**Attachment 1**

Lockout/Tag out  
Contractor Program Review

(Excludes new construction and renovation through FPDC that will not potentially affect other College buildings or equipment)

Contractors and other non-employees shall comply with the College of William and Mary lockout/tag out procedure when performing work on College grounds. The contractor shall be provided a copy of the College's program to review as well as the contractor shall provide the representative of the College a copy of their program to include acknowledgement of training for its own employees on proper procedures.

The College representative who is responsible for the project ensures the following is adhered to when dealing with contractors or personnel.

1. Necessary lockout/tag out information is exchanged between ALL the parties involved in the project.
2. Outside contractor or personnel reviews and signs this form
  - 2.1. The signed form indicates all the appropriate lockout/tag out information was exchanged between College of William and Mary and outside contractor or personnel.
  - 2.2. The form is maintained with the project file.
3. The College representative reviews and signs this form
  - 3.1. This signed form indicates the College representative has provided the contractor a copy of the College procedure on LOTO. It also acknowledges the College representative has reviewed the contractors LOTO procedure and ensures employees of the contractor have been properly trained

Company (print name): \_\_\_\_\_

Contractor Responsible Party

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

College Representative:

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

A copy of this completed form with applicable signatures is to be delivered to and kept on file by the respective Trades Supervisor, FPDC, and the EH&S Office

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**Attachment 2**

**College of William and Mary**  
**SAFETY VIOLATION WARNING NOTICE**  
**STOP WORK IMMEDIATELY**

Violator's name \_\_\_\_\_ Date of warning \_\_\_\_\_  
 Location of violation \_\_\_\_\_  
 Department/Contractor \_\_\_\_\_ Supervisor \_\_\_\_\_  
 Date of incident \_\_\_\_\_ Time \_\_\_\_\_

**Type of violation (circle)**

Failed to Lockout      Careless Handling of Material      Unsafe use of Equipment  
 Obstructed access/exit      Careless Fire Prevention      Failed Safety Rules  
 Unsafe Electrical Use      Improper use of Power Tools      Careless  
 Other \_\_\_\_\_

<b>Previous warning</b>	Oral	Written	Date	by Whom
1 <sup>st</sup> warning	yes no	yes no	_____	_____
2 <sup>nd</sup> warning	yes no	yes no	_____	_____
3 <sup>rd</sup> warning	yes no	yes no	_____	_____

**Violator's statement**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Employer statement**

\_\_\_\_\_  
 \_\_\_\_\_

**Action to be taken**     Warning     Probation     Suspension     Dismissal     Other \_\_\_\_\_

**Consequence should incident occur again**

\_\_\_\_\_  
 \_\_\_\_\_

**I Have Read This Employee Warning Notice And Understand It.**

Signature of violator \_\_\_\_\_ Date \_\_\_\_\_  
 Signature of employee issuing the warning \_\_\_\_\_ Date \_\_\_\_\_  
 Signature of supervisor \_\_\_\_\_ Date \_\_\_\_\_

