

Contoso Safety 360 Form

☒ Hazardous Condition

☐ Safety Suggestion

☐ At Risk Behavior

☐ Safety Recognition

☒ Equipment

☐ Slips, Trips, Falls

☐ Electrical

☐ Ergonomics

☐ Material Handling

☐ Spill, Release, Environmental

☐ PPE

☒ Other Safety

☒ Significant

☐ Not Significant

Findings: Mold plate was thrown out of CNC. Magnetic Plate was being used.

Mold went through Plexi Glass Roof.

Suggested Solutions: Fix the equipment ab1, exam equipment room to make sure that
all safety conditions be met.

Submitter: Daleen du Plessis

Department: Tower Room

Date: July 26, 2022

Owner: Etleva Hysa

Solution Description: Fixed the equipment ab1, exam equipment room to make sure that all safety conditions are met. Expanded Checklist.

Target Date: July 29, 2022

Close Date: July 28, 2022

Submitter Approval: Yes

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Findings: Insufficient PPEs for Equipment operators on 1st floor, 3rd floor, 7th floor, and
Basement.

Suggested Solutions: Borrow 300 PPEs from shipping room and order 5000 PPEs right away.
Reengineering selected PPEs for a small back up batch.

Submitter: Sonila Rama

Department: Manufacture floors Date: July 5, 2022

Owner: Sonila Rama

Solution Description: Send request to procurement team by end of the day today. Inform supervisor.

Target Date: July 15, 2022

Close Date: July 15, 2022

Submitter Approval: Yes

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Findings: Maintenance tooling set ab3 needs to be replaced or refurbished within 2 weeks.

Suggested actions be to complete within 2 weeks from the day of reporting.

Suggested Solutions: Expedite maintenance schedule to refurbish and replace specified tooling.

Suggested actions be to complete within 2 weeks from the day of reporting.

Submitter: Gifti Boru

Department: Manufacture floors

Date: July 16, 2022

Owner: Sonila Rama

Solution Description: All tooling to be refurbished if possible. Otherwise replace tools with new ones in the storage.

Target Date: June 23, 2022

Close Date: June 21, 2022

Submitter Approval: Yes

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Findings: Maintenances tooling set ab3 needs to be replaced or refurbished within 2 weeks.

Wear and tear degrees are ahead of schedule.

Suggested Solutions: Expedite maintenance schedule to refurbish and replace specified tooling.

Suggested actions be to complete within 2 weeks from the day of reporting.

Submitter: Gifti Boru

Department: Control Room

Date: July 11, 2022

Owner: Sonila Rama

Solution Description: All tooling to be refurbished if possible. Otherwise replace tools with new ones in the storage.

Target Date: July 20, 2022

Close Date: July 20, 2022

Submitter Approval: Yes

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Findings: Equipment rooms are not organized and cleaned via set guidelines.

There are spills on 3rd floor area 3-58.

Suggested Solutions: Request current shift workers to enhance daily maintenance and cleaning.

Sign offs are required by immediate supervisor.

Submitter: Hayat Hassen

Department: Manufacture floors **Date:** August 16, 2022

Owner: Sonila Rama

Solution Description: Suggested solutions are implemented. In addition, an enhanced safety check list is defined. Periodic inspections will be performed.

Target Date: August 16, 2022 **Close Date:** August 16, 2022

Submitter Approval: Yes