

U.S Robotics

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Accident Prevention Plan

Project Period: March 2022 - June 2022

Estimated Cost: \$180 Million USD

Cover Letter

US Robotics Planning Team
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February 20, 2022

Dear Alexander the Great:

We want to thank you for allowing the Planning Team at U.S Robotics to plan and come up with solutions to make the company effective in all areas of operation. The U.S Robotics Planning Team has worked tirelessly and has put together this proposal, as you requested. In this proposal, you will find a wealth of information regarding the goals, objectives, benefits, feasibility report, a plan of the work, task breakdown, problem analysis, personnel qualifications, and a budget.

We look forward to the approval of the proposal. The planning team can be contacted by 555-486-8752 or by email at planningteam@us.robotics.com.

It is our belief that this proposal will enhance U.S Robotics in all areas of operation. We are excited to see how the company will transform in the coming months and years as the proposal is approved and executed.

Thank you,

U.S Robotics Planning Team

Project Summary

Within the bounds of this project we have certain goals that we wish to ascertain. Most notably...

- Lower chance of Driver error
- Increase visibility for both ground workers and drivers
- Training to provide a base expectation
- Equipment that will assist in protection and safety



Although very simple, accomplishing these goals will allow us to become a better organization as a whole. As we progress in this ever expanding world we need to also change with it. This entails accommodating new and older workers in that process. To accomplish these developments, we will be fixing all of the warehouse issues first. As a company we will overhaul these changes expediently and allow for our workers to become comfortable with these differences through our training scenarios, which will be talked about later. The second of our changes will be a combination of operator training, how to maneuver throughout the warehouse safely, and the essential equipment that is required to be worn. These will all be a part of our weekly training meetings.

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Introduction

The revenue of U.S Robotics has increased rapidly over the past five years. With the increase in revenue, this also means an increase in the workforce. New employees are joining the manufacturing teams every week. The ratio of new workers to veterans is 5 to 1. With new workers entering the workforce, this also means that there are numerous team members on the floor who are not fully trained on the safety and correct procedure of U.S Robotics.

After countless discussions, meetings, and plannings, the U.S Robotics Planning Team has created this proposal that consists of plans and execution of those plans. The projects in this proposal will solve many of the complex issues that have occurred or may occur in the future. The accident that took place with Mary Lerbottle right foot (see figure 1), an Occupational Safety and Health Administration (OSHA) Inspector, on February 2, 2022, is a good example of not having the correct safety procedure in place for prevention.

Figure 1



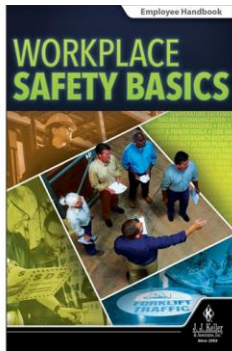
Our Planning Team believes this proposal will aid in the prevention of future accidents and will point U.S Robotics in the right direction of increasing revenue, safety, and productivity.

Goals/Objectives

We have three goals we would like to accomplish, which are regulatory compliance, employee compliance, and improved performance.

After the accident with Mary Lerbottle, the Occupational Safety and Health Administration is auditing U.S Robotics to determine if we have safety procedures we are not in compliance with. With that, we are revisiting every safety procedure in our books (figure 2). We want to make sure all safety rules and topics are covered in pre-employment and post-employment training. An outline of any training we provided is copied and scanned into our computers to ensure topics were covered.

Figure 2



For employee compliance, every week, we will hold safety meetings for employees on all shifts. We will go over safety topics as part of our educational programs. Employees in all departments are required to comply with these safety regulations. Failure to comply may result in disciplinary action. These workers are important people to our company so it is not our desire to release them from employment if they fail to comply. A verbal warning will be given at first, followed by a coaching session, a written warning afterward, and if the employee continues not to safety regulation, suspension or termination may occur.

It is our belief that when the first two compliances are taking place, the overall performance of U.S Robotics will improve and reach a new pinnacle. With the decrease of accidents and injuries, the company will save money. This money can be rewarded to employees through quarterly bonuses or through monthly safety meals. The morale of the workers will increase, thus resulting in the overall performance.

Overall, the employees of U.S Robotics are the most important aspect of the business. Without them, we would not be able to accomplish anything. We want to provide a safe work environment for all personnel.

Benefits & Feasibility

All production activities have potential risks and dangerous factors affecting labor productivity and workers' health. We cannot predict those factors, but by applying occupational safety measures, we can minimize the risks arising. Ensuring occupational safety helps to prevent occupational accidents and diseases, thereby limiting illness and reducing workers' health, thereby contributing to the protection and development of the production force, increasing productivity. labor and environmental protection, thereby bringing economic and social benefits.

There are 3 solutions that we believe will help our company to create a safer working environment for our employee:

1. Reorganization of warehouses: Warehouse organization is the process to manage the warehouse professionally and is important in business. With a scientific arrangement of goods, we will bring maximum efficiency to our company by increasing storage capacity. Besides, it also makes finding goods more convenient.
2. Safety equipment: Labor protection equipment is a prerequisite to ensure the health and safety of employees. Specifically, depending on each production job, employees are responsible for providing full safety equipment.
3. Proper training: Effective training can help enhance employees' inherent skills and increase their understanding of the skills that they lack. Multi-skilled employees can perform a variety of tasks and they are more easily transitioned to different roles within the organization. As a result, training will make the employees more confident and motivated. In addition, the situation of employees changing jobs is increasingly common, so our company should have a backup plan. Organizing training courses for employees is an effective way to help our company not be disordered when there are changes in personnel or changes in the production and business environment. With training activities, enterprises have prepared skilled human resources as well as meet the requirements of the new situation

Plan of Work

1. Reorganization of warehouses: The simplest way to quickly pick up items in stock is to sort products by SKU and in alphabetical order.
 - a. Example: 1 shelf only stores items with SKUs that start with the letter A, another shelf holds products with SKUs that start with the letter B
 - b. Warning:
 - i. Each shelf we should only put 1 SKU code, if the warehouse is too tight and needs to take advantage of space, the solution is to arrange them in rows. For example, if there are 5 SKUs on the same shelf, arrange so that all 5 SKUs can be seen from the front and the rest of the products will be located behind the product.
 - ii. The guidance and control of loading and unloading of goods in the warehouse is the responsibility of the warehouse manager, and must ensure that the tools and handling methods used are appropriate and do not damage the product. Only the warehouse manager has the right to bring goods into or move them from locations in the warehouse, except for authorized individuals. Before importing goods, the warehouse manager is responsible for keeping the premises clean and tidy.
 - iii. Goods in the process of moving must be light and avoid collisions and breakage. Goods after being exported must be neatly arranged, in order to have a place to display other goods, excess goods must be placed in a separate area.
2. Safety equipment: Depending on the characteristics and management effects, safety equipment will be provided for our employees at specific times.
 - a. Helmet: As a general guideline, most hard hat manufacturers recommend replacing hard hats every five years regardless of outside appearance. Based on our company workplace environment we suggest that we will provide new helmets for employees every 3.5 years.
 - b. Safety vest: With proper care, safety vest should last between 5 and 7 years. It is important to check safety vests frequently for rips, tears, or wear to maintain optimum protection. Based on our company workplace environment we suggest that we will provide a new safety vest for employees every 5 years.
 - c. Safety boots: Generally, worker's safety shoes can last between six and twelve months in a normal work environment. Based on our company workplace environment we suggest that we will provide new safety boots for employees every year.

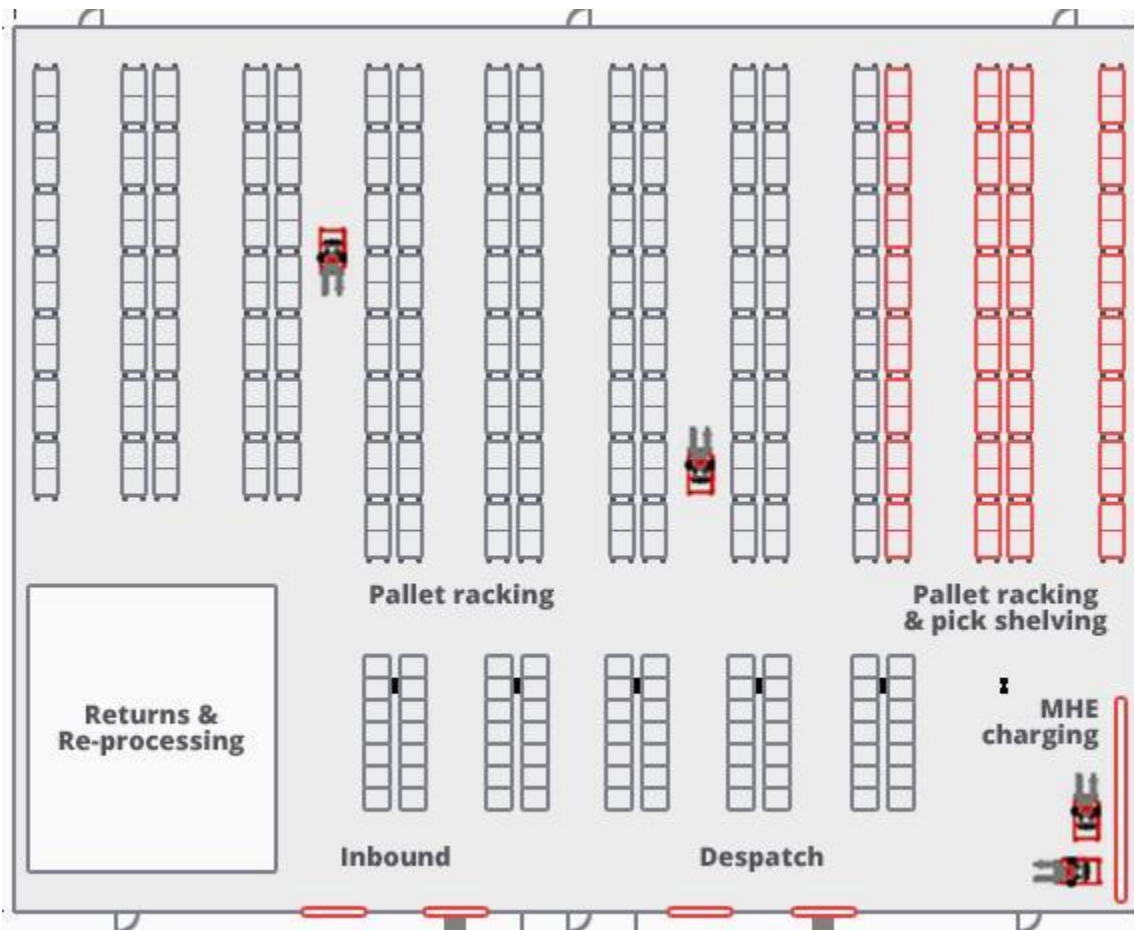
3. Proper training: This is a long-term strategy to build an elite and equal capacity team
 - a. Internal session: Training through enterprise-wide or group meetings. This meeting usually takes place on a weekly, monthly, or weekly basis. It will be good for individuals to improve their capacity, practice soft skills to know how to coordinate between departments. Businesses often use this type of training to coach on a specific topic, skill that many employees need to know
 - b. On-job training: Our employees will be trained by learning through actual work. This form needs to ensure that there is a separate time for the trainer and the apprentice so that the work progress is not affected.
 - c. Mentorship: The form of tutoring training is the timely monitoring, guidance and support for employees. This will make it easier for an experienced manager or person to pass on knowledge and skills to inexperienced employees.

Task Breakdown/Schedule

Safety equipment: With the bulk orders, our company will receive a 20% discount from the suppliers.

Item	Supplier	Quantity	Order date	Guaranteed delivery date	Total cost
MSA Full Brim, Hard Hats	MSA Safety	1,500,000	03/01/2022	03/16/2022	\$35.1 Million
GSS Safety 1701, Class 2 Heavy Duty Safety Vests	GSS Safety	1,500,000	03/01/2022	03/16/2022	\$20.9 Million
Wolverine Gambrel 6" Steel Toe Boots	Wolverine	1,500,000	03/01/2022	03/16/2022	\$100 Million

Reorganization of warehouses: When our proposal get approval, this process will be done within 3 days according to the warehouse arrangement chart below



Warning:

- Storekeepers must master the information and location of stored goods through this diagram. In case there are any changes (changing location, importing more goods, exporting all goods, ...) it is necessary to immediately update and disseminate to the warehouse staff
- It is necessary to accurately represent the actual storage location in the warehouse in the storage diagram. Storekeepers must master the information and location of stored goods through this diagram. In case there are any changes (changing location, importing more goods, exporting all goods, ...) it is necessary to immediately update and disseminate to the warehouse staff.

Proper training:

DEPARTMENT	ASSIGNMENT	GOAL/DESIRED OUTCOME
Production Start date: 03/01/2022 End date: 03/19/2022	Internal session Monday, Wednesday 10:00AM – 11:30AM FRET 219	Improve the efficiency of the production line to achieve the set output targets and ensure the best value and quality of the finished products.
Research and Development Start date: 03/01/2022 End date: 03/19/2022	Internal session Monday, Wednesday 1:30AM – 3:00PM FRET 219	Researching all factors related to products and services of the business such as properties, efficiency, ability to improve, ... to come up with the most appropriate development plan to meet the needs of customers.
Purchasing Start date: 03/01/2022 End date: 03/19/2022	Internal session Tuesday 10:00AM – 11:30AM FRET 219	Advising for planning purchasing and building purchasing processes. Quality control of goods and materials, manage and direct the activities of purchasing studio staff.

<p>Marketing</p> <p>Start date: 03/01/2022</p> <p>End date: 03/19/2022</p>	<p>Mentorship</p> <p>Monday, Wednesday</p> <p>10:00AM – 11:30AM FRET 330</p>	<p>Market forecasting research. New product development program implementation. Market segmentation, targeting, brand positioning. New product development. Develop and implement a strategic marketing plan. Establish effective relationships with the media.</p>
<p>Human Resource Management</p> <p>Start date: 03/01/2022</p> <p>End date: 03/19/2022</p>	<p>Mentorship</p> <p>Monday, Wednesday</p> <p>10:00AM – 11:30AM FRET 330</p>	<p>Management of labor contracts, employee records, personnel scheduling. Guide new employees to understand the labor contract, clarify salary, bonus, welfare policy at the company. Monitor and implement the leave and contract expiration regimes as prescribed.</p>
<p>Accounting and Finance</p> <p>Start date: 03/01/2022</p> <p>End date: 03/19/2022</p>	<p>On-job training</p> <p>Tuesday, Thursday</p> <p>10:00AM – 11:30AM Main Warehouse</p>	<p>Complete financial and accounting related tasks according to State regulations. Complete, accurate and timely accounting of capital and debt. Accounting for revenues and expenditures and business performance according to company policies. Make financial and business plans by month, quarter, year.</p>

Problem Analysis

Difficulties in training

One of the first hurdles that we will come across is the dedication and attention to detail when it comes to training our employees. With newer employees it will be extensive and gruelling, but in the end it will be some of the first things that they will enter with and expect. With older employees it will be sort of a retraining which will come with its own set of difficulties. They will have to forget and relearn newer policies and more.

Shipping and Quality of Equipment

This portion of our worries is not necessarily something that is completely within our control. But nevertheless, it is at the forefront of our minds. Whether that be how long the equipment will take to ship and be dispersed across our locations, or even if the equipment will maintain quality over the course of transportation. Quality control is one of the biggest factors that we value here and it will not be sacrificed. There is always the possibility that we will end up needing to switch providers.

Redesign and Clarity

With this new redesign of our warehouses, we need to make sure that everyone have individually studied their sections properly and have overall knowledge of how things will move forward. The new design will obviously throw not only the workers off, but also the overhead staff. Going over these changes and making sure that everyone understands will help us stay safe. This also comes with the clarity of changes. Workers need to understand exactly why the new design is the way it is as well.

Personnel Qualifications

Program Officer

- MBA from an accredited university
- Certified Business Analysis Professional (CBAP)
- Project Management Professional (PMP)

Research Administrator

- MBA from an accredited university
- Certified Business Analysis Professional (CBAP)
- Certified Business Process Associate, Professional, or Leader (CBPA)
- Professional Certification in Team Leadership

Chair member(s)

- MBA from an accredited university
- Certified Business Analysis Professional (CBAP)
- Association of International Product Marketing and Management (AIPMM)
- Percentage of business ownership

Budget

*The total budget for this project is **\$180 Million USD**.*

Here's how the budget will be spent to make sure that we no longer have an accident within the warehouses.

Item	Cost
<i>MSA Full Brim, Hard Hats</i>	\$35.1 Million
<i>Wolverine Gambrel 6" Steel Toe Boots</i>	\$100 Million
<i>GSS Safety 1701, Class 2 Heavy Duty Safety Vests</i>	\$20.9 Million
<i>Warehouse Organization / Move Product A</i>	\$2.8 Million
<i>Warehouse Organization / Move Product B</i>	\$3.1 Million
<i>Warehouse Organization / Move Product C</i>	\$2.5 Million
<i>Warehouse Organization / Move Product D</i>	\$3.4 Million
<i>Warehouse Organization / Move Product E</i>	\$2.2 Million
<i>Warehouse Organization / Move Product F</i>	\$2.9 Million
<i>Warehouse Organization / Move Product G</i>	\$2.7 Million
<i>Warehouse Organization / Move Product H</i>	\$4.1 Million
<i>Warehouse Organization / Move Product I</i>	\$1.3 Million
<i>Warehouse Organization / Move Product J</i>	\$2.8 Million
<i>Warehouse Training: 2-3 Years of Experience</i>	\$50 Thousand
<i>Warehouse Training: 1-2 Years of Experience</i>	\$350 Thousand
<i>Warehouse Training: <1 Years of Experience</i>	\$800 Thousand
Total cost	<u>\$180 Million USD</u>

Conclusion

To conclude, we here at US Robotics are willing and able to do everything in our power to make sure that our teams have a safe and peaceful working environment. This at first obviously comes at a cost to us as an organization, but overall we believe that it is of the utmost importance. Moving into the future with these changes in mind will breed an ecosystem that is one for all. We plan to implement all of these changes in any further expansion of our company and if more issues arise we will do our best to solve them. We hope that this calms the mind of many and allows for our team to work better. Thank you for taking the time to read through this proposal.

References

Fig 1. "Warehouse & Industrial Safety Topic." Accessed February 23rd, 2022.
<https://www.istockphoto.com/photo/warehouse-industrial-safety-topic-a-female-worker-with-her-foot-under-the-wheel-of-a-gm1154071822-313666142>

Fig 2. "Workplace Safety Basic: Employees Handbook." J.J Keller & Associates, Inc.. Accessed February 23rd, 2022. <https://www.jjkeller.com/shop/Product/Workplace-Safety-Basics-Employee-Handbook>

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