

MEMO

TO: Alexander the Great, CEO of US Robotics

FROM: U.S Robotics team

DATE: 2/2/2022

Subject: Floor Room Accident

Introduction:

Dear Alexander the Great:

We are writing to inform you of an incident that occurred to Mary Lerbottle, an Occupational Safety and Health Administration (OSHA) Inspector. The accident was not fatal; however, the individual was injured. In this report, U.S Robotics Safety Team will provide a narrative of the incident, challenges of the situation, possible solutions, and cost analysis solutions. (JV)



Narrative of the Incident:

At 9 am on the morning of February 6th, 2022, Lerbottle was conducting an inspection at U.S Robotics facility. Lerbottle had never been to a manufacturing company before and, because of that, she asked if we could take her on a tour before she conducted her inspection to gain a better understanding of the floor layout. We agreed and proceeded with the tour. When we arrived at section 7, a forklift operator drove around the corner at approximately five miles per hour, a speed that is not recommended for forklifts in confined spaces. The forklift ran over Mary's right foot. Even though we were within the yellow walking lines, the forklift came into the lines and ran over her right foot. Her right foot was the only body part that was injured. We immediately contacted the local emergency team, and an ambulance arrived within ten minutes. Upon arrival, we cleared the accident's location of personnel and machinery, and the emergency team took over the situation. (JV)

Challenges of the Situation (WHY/HOW):


The incident involving the forklift this morning simply occurred due to the forklift driver being a little careless. This mistake came at the cost of the OSHA inspector's foot and below are some proposed solutions to make sure that something like this never happens again.

Possible Solutions:

- Solution 1: We suggest that the company should provide more safety equipment for the employees to avoid any incidents that can be occurred in the future. The vests will protect the employees from the extreme weather conditions outside the warehouse and as well as the chemistry in the working environment. Moreover, this is a must do action to take care for the safety of employees. (HL)
- Solution 2: In order to prevent something like this from ever happening again, we recommend that every single warehouse should be re-organized and better managed so that forklift operators know where everything is. Not only that, but guides should be written and left inside every forklift so that forklift drivers only have to look down at the guide and they'll immediately know where they should go. If we were to implement these two solutions, it'll help towards the company mission to keep everyone safe. Another safety precaution that we could take would be to make sure our forklift drivers are trained better and are more aware of what's going on around them. (TZ)
- Solution 3: It's recommended that we establish better training for our forklift drivers and make it tougher to become one. Not only that, but we also should establish a set of rules that all drivers should follow and drivers with <6 months of experience should be closely monitored at

all times. This'll allow for newer drivers who are a liability to the company to gain experience under proper supervision. These improvements to our training and management of our forklift drivers will help to prevent something like this from happening again. (TZ)

Cost analysis of solutions: (HL)

| <u>Solution</u> | <u>Proposed Cost</u> |
|---|--|
|  | \$40 per vest X 1,000,000 orders Total Cost: \$40,000,000 |
| Organization | No Cost |
| Training | No Cost |

Your Recommendations:

My best recommendation would be to simply re-organize the warehouses to improve visibility. This would help in terms of flow of the work environment and allow us to more efficiently maneuver through the warehouse. On top of this, and most importantly, it will lower the risk of similar accidents to the one that previously happened. This is also something that can go into effect much more immediately and will not cost nearly as much as we would benefit. (DA)

Conclusion:

We genuinely appreciate you Alex for taking the time to read this report. This incident has caused some of our workers to become anxious about their safety while performing duties. We hope to hear from you soon with a possible decision on this matter, so that we can begin working to pacify employee's issues. Thank you! (DA)

Sincerely,

US Robotics Safety Team