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| **Item Open Date** | **Item** | **Action** | **Status** |
| **06-Jun** | **Coordination of Work w/ Contractors** | Request for Proactive attention and best practice sharing related to upcoming W&D upgrades. Kish’s team will be impacted (best practices and planning) | **In Progress**  AH Email to Dave Robertson to determine who is leading the W&D upgrades with plans to set up a meeting to understand plans for coordinating work.  **Important Inspection Items (B5 Lessons Learned)**   * Verification of Contractor Safety Management resources and process in place * Verification in use of General Work permit/Daily coordination of work with area/building owner. * Verification of communication of project status * Verification of hard barricades * Verification of overhead work risk to those working below * Verification of architectural drawings |
| **06-Jun** | **Minor Servicing Communication & potential eLearning** | * Marian & Allison to communicate | **Complete**   * Site-wide communication 01Jul * DRP Communication launched 05Jul * Communication at Safety Leads Meeting * Integration into M1 Orientation & Spill Prevention Content |
| **23-May** | **EPas (Electronic Permitting) Launch in Infrastructure** | * Beginning with Mobile Crane and then Confined Space * Launch 13Jun | **In-Progress**   * High Risk Work Training Lead attended Maintenance Tier in Pilot area (IM) to introduce the platform. * Questions were escalated to Leadership and captured in the community of practice. * **Note:** We are committed to not losing control and visibility of permits and are dedicated to sustaining the current permit program that we have to do. * Enhancements to HECP will be value add to personnel safety. |
| **23-May** | **F7- Hole in break room floor Trailer** | Matt Dean to notify Chris Mundie (CBRE) to get repair scheduled and follow-up to ensure a cone or other means of barricading are in place. | **In Progress**  06Jul Update from CBRE (C Mundie)  The repair to the subfloor was completed and plywood was put in place of the damaged section of floor. CBRE is currently waiting for EHS approval of a glue that will adhere the new vinyl tile before starting to lay a new floor in the trailer. The plywood patch does not create any trip hazards, so it is safe to use while we wait for the chemical approval. |
| **23-May** | **Model B Area Tech Ops Support Evaluation** | **Concern:** Tech Ops remote support during nights and weekends may not be sufficient to ensure adequate troubleshooting and scope of issue.   * Two caustic releases in DS2 Alum occurred under remove troubleshooting. * Alum as a Model B area, where TO support isn’t 24/7. | **In Progress**   * **Explore options:** Google glasses for remote support, engage other area for support, Model B on-call response- report to site expectation. Get clarity on A,B, and C. **(Tier 4-SLT convo) (Erin)** |
| **09-May** | **DeltaV- Black/White transition** | The color distinguishment in DeltaV was established as CAPA responses from past incidents. The 2022 DS2 DeltaV upgrade will eliminate the colorful backgrounds intended to distinguish between difference areas and sister skids.  **Concern:** How will be preserve the controls established by the CAPA when the background is removed? | **In Progress**  **Action:** Confirm CAPAs associated with color are still honored in upgrade. (EHS-Impact Assessment of MOC)  **Response:** Automation provided a copy of the DeltaV Upgrade Overview Presentation which includes clarification that the background will be replaced with colorful banners.    **Next Steps:** Discuss feedback from Union on this |
| **09-May** | **Plant-wide with Ladder Inspections (Fixed)** | Concern: work requiring use of fixed ladders and chain hoist is scheduled but equipment is out of inspection.  Action: Ask each area to provide their PMs:   * Confirm why fixed ladders aren’t inspected * Chain Falls (annual inspections, does out of inspection creates load test requirement) | **Complete**  Action: Email sent to DJ Diehl (Chapter Owner) and Chris Fotos (EHS-HRW) to confirm that all areas have annual inspections in SAP.   * CAPAs were assigned to each maintenance area owner to create PMs for all fixed ladders. This was an outcome of pre-audit reviews.       Email to Zak Martin to confirm annual inspections for hoists are in SAP   * Inspections for hoist and slings in B5H have been added. * The Operational Safety Team just completed an internal audit of SN41-Hoist and Slings. Multiple hoists were inspected and none were found out of inspection beyond those observed in B5H.   **Note:** Annual load testing isn’t required even if the until goes past its inspection date. |
| **09-May** | **Safety Culture:** Voice of the Shopfloor around Operational Pace | **A good reminder for leaders:**   * Not everyone will speak up when they feel pressured or uncertain about condition. * Leaders must address issues when they are raised | **On-Going Check-ins & Discussion** |
| **09-May** | **EM Tech Exposure Gemba** | **Concern:** Union Leadership wasn’t included in the technician interview.   * Notify Investigation team to bring Kish in for EM Tech related safety incidents. * Beth and Gauge set expectation with Sam | **Complete**   * Op Safety reviewed requirement for interviewing the Technicians with Union Reps. (Notify Kish as well) * Allison also reviewed this with Sam * Beth and Gauge set expectations with Sam |
| **09-May** | **Shift Engineer Training (50 Core & Common)** | **Concern:** on-going emphasis on management of LOTO controls and compliance.  **Action:** L&D to partner with Maintenance & Reliability to establish a job description and learning plan for the SE to include 50 Core & Common | **In Progress**   * Project Plan is in progress and expected integration with NEO is slated for August. * Target getting existing SEs in sooner |
| **09-May** | **TA-100 Lockout** | **Concern:** Work was stopped because proper isolation for CSE wasn't achieved on the outlet side of the containment. | **In Progress**  Work is still paused as the teams work to get the correct PPE to protect against most dangerous material in chem sewer line. |
| **09-May** | **B5H?  Incorrect Lockout (Isolator)** | Matt Dean to follow up with Ricky and Zak Martin to determine if this was a 2nd isolator lockout near miss. | **In Progress**  **AH email to Zak Martin on 06Jul for status.**  Meeting with EHS (T. Wood) all PMs identified for isolator and PMs. Next, they are looking at Correctives. Discussion are on-going to evaluate the applicability of minor servicing to the tasks maintenance tasks currently being performed without LOTO. |
| **09-May** | **SLT Sponsor Transition** | Erin Johnson will be taking over for Allison O. | **Complete**  Erin is able to accommodate this current meeting time. |
| **09-May** | **Top 3 Smart Cards** | * Use this forum to track and ensure resources are in place to closure | **In Progress**     1. **DeltaV Transfer Panel Adjustment (Pur)**     1. *AH Email to Ed Kasch/ Also tracking in Top 10 oldest cards at SAI.* 2. **Extension Cords on Floor (Alum)**     1. *AH Email to J. Brown on 06Jul* 3. **Floor Scale (Alum)**     1. *Matt Dean to talk to Lefton* 4. **Alternative:** Analog Pressure Indicator (Pur, Buffer, Colum Packing) |
| **25-Apr** | **Contractor Management & Tap-Ins** | * Discussion about contractor safety through tap-in. | **On-Going**  The team is aligned to tap-in when contractors are observed deviating from the site's safe work requirements.  Ex. Confined Space Work was paused by ERT in month of May |
| **25-Apr** | **Factory 7** | Concern: There was another instance of personnel being asked to work in the area where visible accumulation of Primaxin could be seen. | **Complete-**Molly stopped the work and set expectations with Jamie. |
| **25-Apr, 09-May** | **Line Breaking-**   * Continuity of lockouts across shifts * Scope of Work/ WO Alignment * Lockout Boundary Releases | * **Continue discussion from last week** * **Zak Martin-**Guest presenter from B5H to discuss personal lock management | **Open- Not Started** |
| **19-Mar** | **HPV-Pur Rupture Disc L1 Spill** | Rupture Disc blew during strip phase of chromatography process in Pur leading to a L1, originally reported as ~10L to PP. An attempt by TO blow the line led to more volume. Concern for personnel exposure to slick floors and caustic in addition to general response are in focus of this investigation. | **Complete**   * Investigation outcomes reviewed at this meeting. * TO portion of the investigation is being expanded on through a follow-on investigation. |
| **19-Mar** | **P-Can Puffing (F7)** | Under abnormal conditions, puffing during p-can filling is visibly increased. Concerns about exposure limits were escalated to management and EHS. | **Complete**  **Next Step- Meeting with EHS on Friday, 01-Apr**   * Any time there is an event out of the norm, keep people of the room * Education on threshold and what non-standard looks like * Great outcome following IH overview of the hazard     **New**- Employees were sent into clean while a can was puffing after alignment on path forward. (Kish- talk to team and Matt) |
| **14-Feb** | **B5 GES Incidents** | * Ceiling Tile Drop * Elevated Work SIF | **In Progress (On-going point of discussion)**    **SLT Gemba w/ Jason Fox and Dave Robertson on 21-Mar**   * Demo work impacting occupied areas is complete * Dock areas were noted to restrict fork truck movement- escalated * Permitting wasn't being executed correctly by GES * Platform ladders observed without fall protection |
| **14-Feb** | **89C LOTO** | Concern: Number of LOTO near misses occurring in LMM. (7) | **Complete**   * Investigation from 03-Mar event is underway * **AH Action:** Review of LOTO expectations conducted with LMM Craft to include walkdowns and lockout boundary adjustments. |
| **31-Jan** | **NEW! Alum Caustic Spill (25-Jan event)** | * Allison O. passed the report to Nathan B. * Allison H. kicked off Op Safety Investigation | **Complete**     1. Gemba Complete by Op Safety and Union Steward 2. Op Safety to Investigation complete 3. SOP updated to cover re-flush complete w/ shopfloor input 4. SLT Gemba with Marian and Tony (positive)         AH- Initial review meeting set up for 02-Feb with Alum TO and Ops to begin investigation into the incident. |
| **31-Jan** | **NEW**   1. **Snow and Ice Management Recommendation & Concerns.**      1. **SbC Questions this week-**what do you do if you have a snow covered path emphasis on using salt bins. | Objective: As we work to reduce flips, trips, and falls, the purpose of this meeting is to share perspective and ideas on ways to control the risks associated with wet floor and snow/ice covered surfaces.  Topics:   * Review priority for snow/ice removal based on site needs * Consider use of heating elements at turnstiles and priority entrances * Is there a go/no-go level of snow/ice event when opting to open the site? * Discuss appropriateness of site personnel using salt (ex. if I see an icy patch, place salt, and escalate vs. every putting salt down as the ultimate solution) * Discuss salt bin locations * Discuss management of golf carts and plugs * Slick entrances inside of buildings during rain/snow events | In Progress    Barricade system isn't ideal in B24.  AO- Jorge to reach out to Billy about improvements and see if they can be applied to B71    Update:  #1- Meeting scheduled (T. Heard, C. Mundie, A. Hanger, Carolyn G, Kish J., and Allison O., optional Al Ryan)    Meeting Complete:   * AH to send notes * Noted improvement during 13-Feb snow event     NEW: B24 coordination (time of day, reserving main hallway)    Next Steps: alternative to barricade tape (Matt to check with Billy & Mary, inside door signs)  Next Steps: Check in with B71 as well (Felicia)    #2 SBC Question- AH sent email to Sue Painter. We will work to retrieve the question and review for possible edits.  The question was reviewed and considered appropriate in driving the right behaviors.  You are walking to a MSD Distribution Center warehouse on a January morning. You did not notice a patch of ice and almost slipped. Luckily, you didn’t injure yourself. What should you do now? (Select all that apply.)     * Salt the ground and/or find some cones to alert other people of the hazard * Alert facilities management and your manager about the ice so they don’t get hurt * Pay attention when walking to where you are going next and look for other hazards * Leave the hazard alone and report to facilities management at the end of the day     It is common practice throughout Merck to leave Salt Barrels near entrance ways during the winter so that employees can throw some ice down if they notice it is getting icy.  Additionally, this question gives the option of placing cones down to alert others of the hazard in that same bullet. |
| **06-Dec** | **F7 Isolator Near Miss**   * Observation: Supervisors didn't know where the sensor was located. * Level isn't visible without log-in | Operational Safety Investigated event  Shared outcomes on 31-Jan Union Safety Meeting | **In Progress**    Continue to push on cause of failure, continue to understand why we aren't able to install the interlock. Get names and escalate to Jon.  **AH-** Reached out to Rich McKay for CAPA status. CAPAs are due at the end of March. Asked for an update on engineering or administrative (PLC upgrades) for F7 units.  CAPA effectiveness checks will occur once actions plans are completed. |
| **06-Dec** | **Return to Work Safety/Safety Culture** | Concern about return to work safety for those opting to come back up prior to 04-Jan.    AO-Bring concern to Tier 3  AH- RTW Materials developed and communicated.    Review wins and opportunities after restart | **In Progress**    Return to Work Expectations set for required pre-start actions regardless of timeline delivered at the following meetings:   * Safety Leads discussion on 07-Dec * SLT+ communication on 09-Dec     ***31-Jan Feedback***   * *In-person meetings  weren't sensitive to COVID and potential for cross-functional primary contacts.*      * ***Note:****in-person sessions conducted by HPV had socially distanced seating and discussions could occur socially distanced.* * *At the time the meetings were plan it was acceptable to get back to in-person. Once new guidance was given, meetings were canceled.*     ***Next: Allison O.:****COVID Update: in-person meeting expectations* |
| **22-Nov** | **B5-Utility Area (Dumping Glass In Dumpsters)**   * Glass isn't getting emptied frequently enough. | AH to determine who and request for an increase in frequency.    Continue to track here and follow-up make sure new actions are happening | **Complete**    Update from Bradley Taylor:    The last issue was a dumpster to tall and that caused the aluminum shoot not to fold down all the way on  30 Jan 2022 where the glass would’ve dumped on the ground but it got resolved same day by having a wooden shoot made to let us dump the glass.      * CBRE to implement daily pick-ups * B5 to coordinate more proactively to avoid accumulation and to provide more advance notice of increased volumes.      * **AH follow-up email sent  on 31-Jan to B5 and CBRE to confirm daily pick-up is working to control overflow of glass.** |
| **22-Nov** | **HPV  DS3 Integration** | Cultural discussion & Safety Coach surged to DS3 (89C & 64) & Safety Leads engaged  Maintenance: Rudy    Roles & Responsibilities/Communications    Allison O. : request POC list, sitewide   (TO/Ops, Maintenance) | **In Progress**    **Integration meeting launch 07-Dec, sitewide launch to follow**     * Discuss behavioral safety as a larger group in 2022.      * **AH follow-**up note to Erin and Bonnie on 31-Jan to prompt site-wide communication and/or list to share at this meeting and distribution through Union Leadership.     **Initial Details provided:**Arthur and Sterling report to Evin Murphy, and the Technical leads report up to Trevor Ice.   |  |  |  |  | | --- | --- | --- | --- | | **Project** | **Operations Lead** | **Technical Lead** | **Quality Lead** | | **B89C - MBAP Purification** | Arthur Redding | Gokul Turaga | Christina Palmieri | | **B89C - Buffer** | Rich Eidle | Sean Gant | Christina Palmieri | | **B89A - Alum2** | Sterling White | Thomas Cavazos | Roxy Casillas | | **B64 - Fermentation** | Justin Hormel | Paul Breza | Amanda McGlothlin | |
| **03-Nov** | **B64 Project**  Manway removal for inspection, agitator on Fermentor (Not sure if they broke the plane)  Workers aren't contractors, the Contractors.  They did the work over the weekend.    Equipment FE3710 | AH- Note to Justin Hormel to level set managers on the line break and confined space authorizations and qualifications to perform work.    Follow-up to ensure communication happened. | **Complete**     * **AH-Email sent to J. Hormel to review line break and CSE requirements.  Based on the permit tracker data, there's evidence that permits were pulled to perform the work.** |
| **03-Nov** | **Monthly Clean Steam Samples (EM Techs)**  ~6 Machines-  Name: Portable steam sampling cart. (stil)  Hook to steam line and engage a pump that circulates a brine/water mixture that distills the sample and it's taken to a lab.    OVERHEATING-  Is brine mixture off?    Task requires monthly use.  Inventory? Unsure of how many  Sample locations overheat  Are there PMs? Who should do them?  FOs take care of brine across the plant.  Attach water hose as part of the SOP.  Techs fill tanks—are procedural controls correct?  Thermal Hazard, Pressure | POC:  Paul Attala, first need equipment analysis.  PMs? : purchase mixture? Vendor? Who? CT/Mechanic?    FOs: Mike Dodge (if brine make up is needed)      Immediate- 7 weeks to get one unit complete.    Kish to provide SOP Reference  **Clean steam sampling S14135**    E-Stop used for on/off.  On/off- actual switch on newer system    Are line break controls safe/compliant  Equipment is always available | **In Progress**    **Gemba completed on 11-Apr**   * Evaluate in-line testing**(follow up with Lori & JB)**   + **B71 Autoclave Sample (example)** * SOP enhancements to include images of valve positioning * Collection of condensate at 89/89A (ergo)- dumping buckets   **Action 1: JB will Enter a work order to have the B63 clean steam cart looked at before the next sampling.**   * Work Notification was entered.  Trying to get a status update from the maintenance. Team. (09-Dec)   **Action 2: JB will Investigate and have PM(If exists) information on the carts.**   * As far as I can tell there is not PM in the system.  The system is a coil, radiator, and two fans. (09-Dec)   **Action 3: JB will notify Allison Hanger and team of next sample date and request scheduled walkdown with this team.**   * We can walk it down broken but from what I saw I am not sure it will be much benefit as it is not condensing properly and blows steam out horizontally from the sample valve(I also included a request to install a 90 so it blows down into the pit) (09-Dec)     **AH- 31-Jan Update:**   * **90 installed on functional cart** * **Repair scheduled with Vendor** * **Inquired about PMs and February Gemba**     **New Info:**   * B64 cart was used to take sample and still got hot as it did with the old cart. With two consecutive samples, could that have been the issue? Kish to explore. * Check with Stange on PM status * SOP safety instructions correct? * **Repaired cart to be tested-  Kish to ask JB for an update** |
| **08-Nov** | **NEW! CAMEO Chemical App**  Is this a viable tool in conjunction with the SDS to assess chemical reactions. | Escalate to EHS to evaluate this tool. (J. Rogers) | **In Progress** |
| **27-Sep** | **B5-Utility Area (Dumping Glass In Dumpsters)**   * Concern about going to the dock area alone. * Should be a 2 person task but not always possible. * Dock can get slick in the Winter months. * Currently, they always let someone know if they are headed out to the dock alone. * Radio would be a good plan B.     **Manager: Jamie Buetel** | Email sent to Jamie Buetel on 27-Sep AH | **Complete**     * Manager notified of ergo assessment and recommendation to have two people assigned. * Ergo team looking at device to avoid manual lift. * SBC Principles-Control is a Choice (weather, slick conditions, communication, lighting, buddy system) |
| **27-Sep** | **B5 Morter Drop-North Loading Dock on 13-Sep**     * 2 ft wall was installed, inadequate * Work is still on-going * Building occupants are commonly working within close proximity to the divider and potentially exposed to new risks. * Matt had asked for a complete wall to be installed. | Email sent to GES and Project Leads on 27-Sep-AH | **Complete**     * Consequence Management for Contractor * New wall being set up * Safety Coach Gembas (10am daily w/ GES) * SLT Gemba completed * New Communication Method     **AH-** Follow-up to make sure the full wall is in place as agreed upon. |
| **27-Sep** | **B5 Tier Process Elimination**    Since there isn't a formal Tier Process, important Safety Information is not being handed down. (Items such as GES project work, epoxy work that could generate odor, SBC, etc) | Allison O. escalate to Molly  Allison H. speak with Jamie | **Complete**    **Molly's Comments-**Review the board and get up to speed.  Legacy Tier Board is still there, the Tier Process has been paused and the team is revamping the Tier Board as part of MPS.    **Next Steps**:  Jennifer to go check the board to see if it's meeting the needs.  Idea- Manager to review Tier Board additions at shopfloor meeting and find ways to flag new items on the Tier Board. |
| **27-Sep** | **B5 Odor-Floor Finishing Project Work**    Concern over how the incident was handled. How did EHS determine it was safe? If not IDLH, it was still strong and difficult to work around.    There people in there 24/7 a day (EM Techs). There are people there that don't have a resource/manager in the building and need communication. | Allison O. received confirmation that the SDS was shared.    Allison H. email to Becky L. to ask about possibility to communicate ahead of time when things could impact the building occupants. | **Complete**    Molly- SDS for the epoxy was shared and posted at the Tier Board.    Becky (Projects)- Agrees more proactive communication is needed and has a new project communication tool that will be deployed.    ***EM Techs-****10 people their manager is Chris Snow. Production Supervisor hand off during nights and weekends. Roaming the areas, surface, air, steam, and gas, and some waters. All over the factories. Scheduled alone. Chris Snow (B5, Factory 7), Bio-****Paul Atala****(single coverage)* |
| **27-Sep** | **Lot 23 Project Crane Operator Fall Concern**    There is a platform that the crane operators access to clean without fall protection.  On-going observation. (Israel) | Allison called Ricky Eppard to review the scope of work and current fall protection methods. 27-Sep | **Complete**    Fall arrest systems and guard rail systems were inadequate and not to  OSHA/Merck standards. Fixed ladder (no SLR above 20 feet) and Leading Edge (no restraint system).    Project team has revised JHA, submitted a fall calculation, ORA, and will begin pulling a daily permit for work occurring on the platform.    New expectations have been communicated. |
| **27-Sep** | **B89 2nd Floor Paper Inventory Management**    Paper drop off at B84 to be transported to B89 and then carried upstairs by one person.  High volume, routine heavy lifting, fall hazard on stairs. | Kish is asking Sarah Breeden for a new drop point in front of B89.  Next steps: James Shaw—how can paper get moved to upstairs space more safely? | **Complete**     * New dolly received. * Paper drop off has been changed. |
| **13-Sep** | **New! LMM LOTO**    In Aug there were three LOTO near misses tied to failure to verify zero energy by AAP. Another occurred in September.  Craft reported concern that someone was going to get hurt based on pace and coordination of the shutdown.  HRW Permit Room has increased focus in LMM as indicators continue to point to issues. | * Matt to speak to Randy and Marian * Potential opportunity to address the Mechanics and CTs regarding LOTO basics, etc and to get feedback. | In Progress     * Review of Shutdown process complete * Effectiveness Gemba to occur in January during next Shutdown * New requirements in place for Validations |
| **13-Sep** | **New! Dry Ice CO2 Exposure**    Request to ensure that immediate actions are being taken to prevent this from ever happening again.  O2 sensors, prohibit someone from being able to put hazardous material in a place where it should never be. | * Storage areas w/ O2 sensors * Keep this team up to date on the outcomes of the investigation * Consideration to get Holly's support for well-being for those impacted by the incident. | **Complete**    Investigation revealed gaps in the Change Control when dry ice was added to the new TSA room task. Reminder to utilize the SDS and labeling on material to be reinforced through PST in the area. Other areas that use dry ice have proper controls. |
| **30-Aug** | **COVID Vaccinated Employee RTW**  Vaccinated- primary contacts can come back on site. Positive test after being vaccinated and returned to work and could spread it. Negative test? | * Matt Dean is taking this concern to the IMT. | **On-going Dialogue and Care**    **Confidential-**off-site vendor to do rapid test 3-5 days after primary contact. |
| **16-Aug** | **Warehouse Trip Hazard**  Warehouse Supplies Management Techs- office space, lab space, There are sticky mats on both ends of office space.  Constant Trip Hazard. Why do we need mats and we go to dirty warehouse space. Remove or get them work.  Sticky Mats?- Why are they there? General mats outside of the cleanroom. Manage construction dust and debris. If it's more of an issue and get the area to work through that. | * Engage with Area Owner and Current Smart Card owner to expedite resolution. | **Complete**  It was a training gap with the new staff from Bravo. I walked it down with Felicia and the new cleaners, she walked them through the proper  install of these sticky mats. I followed up with Quality inspection employees and showed them the new mats were placed and let them know that if they see this issue again to escalate it to us so we can get the right individuals involved to get it taken care of.    This smartcard can be closed. |
| **02-Aug** | **B24 Bathroom Door Configuration**  Concern for risk of hand/wrist injury when entering and exiting the restroom due to the handle design and door's ability to swing and out.  Signage is current on the door to warn of the potential risk. | * Engage with Area Owner to open WO. | **Complete**  Update from Allison O. on 03-Sep  Jorge has issued a WO (#12844099). In that work order the plan is to switch the hinges from 2 to 1 way and have the door open consistent with the ladies room. Signage will also be added. We will keep you updated on completion. |
| **02-Aug** | **B81 and B89 Fire Impairment Escalation**  Concern that the potential impact to building occupants while building sprinkler systems were disabled weren't controlled. | * **Step 1:**AH- Conduct meeting with Jim Derane and Jonathan Kibler to understand decisions and establish plan to control this better next time.      * **Next Step:**Meeting with Reg to make sure he understand the frequency for which fire protection systems are impaired as part of project work across sight. Establish safety protocol or update Impairment Procedure. | **In Progress**  **Notes**  OSHA mandate about fire suppression system.  They need to know what they are turning off.  Reg was unaware that these systems are shut down for routine work.  w/ EHS approver.  There needs to be process of take them down.     * P&ID needed for ensuring the correct rooms are protected. |
| **02-Aug** | **W&D New Cleaning Methods**    Operators indicated that the floors were slick following cleaning.  Operators reported the mop was black after morning clean.  Possible that LPH doesn't react well with Vesta-Syde SQ 128 ST.    Kish reported slick floors in the lab as well. | **Step 1**: Kish is addressing slick floors at the 02-Aug 10:30am meeting. | **On-going Dialogue and Care**    Continue escalating slick floor concerns as Vesta-Syde is introduced to various areas. |
| **19-Jul** | Operator sent to work on equipment under LOTO in F7.    Additionally, there is concern that 2 maintenance people are signing the restorative maintenance form, instead of one person from operations. | Matt to get more information on the incident to determine next steps.    Open CAPAs in Factory 7 and HPV are designed to address continuing issues with equipment status and management during shutdowns.    Restorative Maintenance Forms are RFT’d and this item is concerned in scoring and feedback. AH to remind the HRW team to continue to look for this. | **Complete** |
| **19-Jul** | B5 Men’s restroom conditions | AH to escalate | **Complete**  **19-JUL**    We replaced batteries in one of the urinals and one of the toilets and adjusted water pressure in two toilets.    All the urinals and toilets are functioning correctly.    Also, we discovered that one of the sink faucets was not working correctly.  Dusty is ordering a new faucet so they can have it replaced.   I will update you when this is repaired. |
| **19-Jul** | EM testing has begun in 89C, however, dedicated equipment hasn’t been procured. EM Techs are having to transport heavy equipment via golf cart creating new risks to those moving and transporting it. | Allison O. is going to work with JB and Lori to determine what can be done immediately and to understand the long-term plan for dedicated equipment | **Complete-**    JB Rosson followed up and provided a reasonable long-term solution. |
| **19-Jul** | Hole in walking surface at B5 and B69 locker rooms  Carolyn reports that a cone has been in place since this winter. Request to remove temporary solution and fix permanently | AH to contact Dan and Al for sponsorship and an update on the actions being done to resolve. | **Complete**    Jonathan Kibler is reported that this has been corrected.  27-Jul  This has been corrected. If found a cap as IFM did not have any available and knew nothing of the problem.   This street valve cap was most likely dislodged during snow removal activities.    Seems that we had an Equal Onus failure.  Whoever placed the cone did not report it to the appropriate folks or whoever they reported it to did not act.    IFM is the correct team. |
| **21-Jun** | New PIT Operator, Pedestrian Safety, Situational Awareness  Brad indicated that the most significant safety concern he has for his area is around the number of new PIT Operators and the needed for heightened situational awareness in fork truck and pedestrian trafficked areas. | AH, as the PIT ILT instructor sent a note to Brittany Carson to see if PIT OJT is going okay and to offer support.    AH asked that this topic become a part of upcoming Tier Safety discussions with an emphasis on situational awareness and potential controls. Recommended to partner with Safety Lead for B5 Operations. | **Complete:**    Betsy  Davis developed a Tier Communication to raise awareness to this topic. Allison H. verified it’s use during a SLT Gemba two weeks ago. |
| **14-Jun** | Schedule Meetings to being reoccurring on bi-monthly beginning on 21-Jun and include Kish. | AH to set reoccurring meeting | **Complete** |
| **14-Jun** | Factory 7 Slip/Resolution of Slip Hazard | AH reached out to Branon Kim to check the status of the Smart Card.    Follow-up: There’s a meeting with Safety & Quality scheduled for tomorrow to align on the solution and timeline. | **Complete:**AH reported at 21-Jun meeting that Factory 7 Leadership and EHS aligned that the ramp would be re-epoxied back to baseline condition and a handrail system will be installed down the center of the ramp.  CBRE is awaiting confirmation and will report back on target completion date as soon as possible.    **Update 19-Jul:**CBRE indicated that the handrail was to be installed 06-Jul and they are still exploring the re-epoxy of the floor as EHS works to find an approved material.  Matt reports that he’s hearing that the ramp isn’t as slick as it was previously. |
| **14-Jun** | PPE Inventory Management | AH to get information from Maintenance Areas as a first action to understand current process across the various IPTs. | **Complete**  PPE Program Evaluation EHS sponsor was made aware. On-going improvements to PPE Inventory Management .  Take to Safety Leads |

