

All, finding #1 – the  
back emergency



**ASSIGN  
BUSTER**

All, On 11/24/2017, I (Levi Judd) conducted a weekly safety audit of the Main Plant, which is designed to ensure compliance with various safety regulations, programs, policies, and procedures. The specific topics/areas of this audit were Emergency Response, Hazard Communication, PPE, Walking/Working Surfaces, and Electrical Safety. In general, the results of this weekly safety audit were POOR. Specifically, the main plant received a poor grade due to findings related to Emergency Response, Walking/Working Surfaces, and Electrical Safety. Below are the findings of this audit.

Findings: The back emergency exit door by the maintenance office was locked with a padlock and in poor overall condition. An extension cord in maintenance bay #1 has missing ground pin/conductor. Electrical wiring for Punch Press #2 is pinched/damaged and insulation is worn. Electrical box #114 has unsafe/improper wiring and panel door was left ajar and wiring is exposed. Junction box in NE corner of the tool room has missing cover/plate, and wiring is exposed. A countermeasure plan is currently in place and some corrective actions have already taken place.

Below is a list of corrective actions. Corrective Actions: Remove lock from back emergency exit door - Completed Order new emergency exit door with panic bar - Waiting for approval on door purchase Replace plug end of extension cord with compliant plug end - Completed Have qualified electrician inspect and repair the electrical wiring for Punch Press #2, and Electrical box #114 - Electrician is scheduled to be here on 11/25/2017 at 8:00 a. m. Install appropriate cover/plate for Junction box in NE corner of the tool room -

Completed If you have any questions, please let me know. Levi Judd - EHS Manager, (123)-456-7890 ext. 123,

comAudit FindingsCountermeasure PlanThe following is a brief of the recommended countermeasuresfor the findings from the weekly safety audit on 11/24/2017. Finding #1 - Theback emergency exit door by the maintenance office was locked with a padlockand in poor overall condition. Recommended Countermeasure - Remove the padlock from theemergency exit door, and replace the emergency exit door with a new doorequipped with a panic bar. Progress - The maintenance department hasremoved the padlock from the emergency exit door. A new door has been selected and theMaintenance Manager is reviewing the quote for approval. Once approved, the maintenancedepartment will be responsible for installing the new door. Finding #2 - An extension cord in maintenance bay #1has missing ground pin/conductor. RecommendedCountermeasure - Replace the plug end of the extension cord with acompliant end, and retrain applicable maintenance employees on ElectricalSafety.

Progress- The maintenance department has successfully replaced the plug end of theextension cord. I will be holding aRefresher Electrical Safety class on 11/27/2017 at 8: 00 a. m. Finding #3 - Electrical wiring for PunchPress #2 is pinched/damaged and insulation is worn. RecommendedCountermeasure - Have qualified electrician inspect and repair theelectrical wiring, and retrain applicable Punch Press employees on ElectricalSafety. Progress- The electrician is scheduled inspect and repair the electrical wiring on11/25/2017 at 8: 00 a. m. I willreinspect upon completion.

I will be holding a Refresher Electrical Safety class on 11/27/2017 at 8: 00 a. m. Finding#4 - Electrical box #114 has unsafe/improper wiring and panel door was left ajar and wiring is exposed. Recommended Countermeasure - Have qualified electrician inspect and repair the electrical wiring, and retrain applicable maintenance employees on Electrical Safety. Progress - The electrician is scheduled to inspect and repair the electrical wiring on 11/25/2017 at 8: 00 a. m.

I will reinspect upon completion. I will be holding a Refresher Electrical Safety class on 11/27/2017 at 8: 00 a. m. Finding #5 - Junction box in NE corner of the tool room has missing cover/plate, and wiring is exposed. Recommended Countermeasure - Install appropriate cover/plate for Junction box in NE corner of the tool room, and retrain applicable maintenance employees on Electrical Safety. Progress- The maintenance department has installed the appropriate cover/plate for this junction box. I will be holding a Refresher Electrical Safety class on 11/27/2017 at 8: 00 a. m.