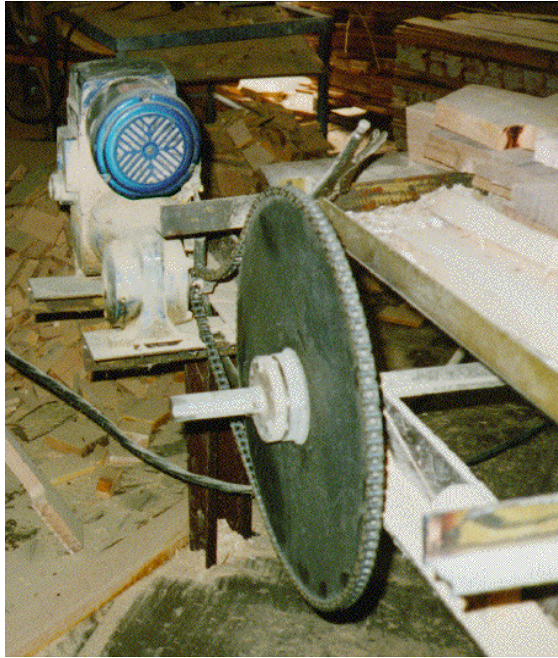


Safety Work Order

A safety work order is a special work order for the maintenance dept that is to take priority over other work orders. It should have a distinct look to it that will make it easy to notice among other work orders. They are designed to indicate to the maintenance dept the severity of the problem, and what, specifically, is the safety hazard. Upon completion the work order should have copies sent to the maintenance dept, the safety person, and the person who submitted the safety work order.

Safety Work Order Example

This safety work order uses the Job Hazard Analysis (JHA) done earlier. The second example of the saw without guards will be used.



Inspection Report	
Date:	Inspection Team:
Number & Classification	Findings
1 A	Exit blocked by boxes and other storage. Could lead to death/serious injury in case of fire or other emergency.
2 B	Chain and sprocket with guard removed. Could cause amputation or other injury.
3 B	Overhead storage area with no guardrail or toeboard. Falling hazard for those on upper level. Also, boxes could fall from upper level onto those below.
Hazard Classification A = Loss of life, body part, extensive damage B = Serious injury or property damage C = Non -disabling injury or minor damage	

Safety Work Order (Example)

Originated by: John Tripshimself	Date: 1/17/04	Time: 1:30 PM
Priority: 2 1) High potential for severe injury or loss 2) A potential for injury or loss 3) Low potential for minor injury or loss	Area: G7 Cutting area	
Work Description: 1) Chain and sprocket with guard removed. Could cause amputation or other injury. Guard needs to be replaced or a new one fabricated, around the chain drive, and the sprocket and shaft. 2) Area around saw needs to be cleaned of debris.		

(To be completed by Maintenance)

OSHA Code 1, 2 1. Walking/Working Surfaces 2. Machinery/Machine Guarding 3. Emergency Response 4. Pipe Labeling 5. Occup. Health/Environmental Control 6. Hazmat/Hazcomm 7. Electrical 8. Material Handling & Storage 9. PPE 10. Fire Protection 11. Other	Work Order #: 1423 Est. Material \$: \$50 Est. Labor \$: \$100
Assigned to Correct: Larry Turnedaround, Ben Seesaw	

(To be completed by Maintenance)

Completed by: Larry Turnedaround, Ben Seesaw	Date: 1/18/04	Time: 11:30 AM
Actual Man-hours: 3		
Work Done and Materials Used: 1) New guard was fabricated out of steel expanded metal sheets, around chain, sprocket and shaft. 2) Area swept and scraps of wood disposed.		
Actual Material \$: 40	Actual Labor \$: 75	

Safety Work Order

Originated by:	Date:	Time:
Priority: <input type="checkbox"/> 1) High potential for severe injury or loss 2) A potential for injury or loss 3) Low potential for minor injury or loss	Area:	
Work Description:		

(To be completed by Maintenance)

OSHA Code <input type="checkbox"/> 1. Walking/Working Surfaces 2. Machinery/Machine Guarding 3. Emergency Response 4. Pipe Labeling 5. Occup. Health/Environmental Control 6. Hazmat/Hazcomm 7. Electrical 8. Material Handling & Storage 9. PPE 10. Fire Protection 11. Other	Work Order #: Est. Material \$: Est. Labor \$:
Assigned to Correct:	

(To be completed by Maintenance)

Completed by:	Date:	Time:
Actual Man-hours:		
Work Done and Materials Used:		
Actual Material \$:	Actual Labor \$:	