| Month: | March | | Date | 1-Mar | 2-Mar | 3-Mar | 4-Mar | 7-Mar | 8-Mar | 9-Mar | 10-Mar | 11-Mar | 14-Mar | 15-Mar | 16-Mar | 17-Mar | 18-Mar | 21-Mar | 22-Mar | 23-Mar | 24-Mar | 25-Mar | 28-Mar | 29-Mar | 30-Mar | 31-Mar |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Type** | **Owner** | **Process/Task** | **Workday** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** | **17** | **18** | **19** | **20** | **21** | **22** | **23** |
| **Standard Work** | CW | Collect Forklift Inspections | | | | | | | | | | | | | | | | | | | | | | | | |
| | CW | Collect Crane Inspections | | | | | | | | | | | | | | | | | | | | | | | | |
| | PE | Weekly Safety Audits | | | | | | | | | | | | | | | | | | | | | | | | |
| | PE | Monthly Air Report | | | | | | | | | | | | | | | | | | | | | | | | |
| | CW | AST Inspection | | | | | | | | | | | | | | | | | | | | | | | | |
| | CW | BMP Inspection | | | | | | | | | | | | | | | | | | | | | | | | |
| | PE | 7-Day Haz Waste Inspection | | | | | | | | | | | | | | | | | | | | | | | | |
| | PE | IWW Report | | | | | | | | | | | | | | | | | | | | | | | | |
| | PE | KARST Inspection | | | | | | | | | | | | | | | | | | | | | | | | |
| | PE | EHS Slides for Ops Meeting | | | | | | | | | | | | | | | | | | | | | | | | |
| | PE | Month End EHS Report | | | | | | | | | | | | | | | | | | | | | | | | |
| | CW | Collect and enter work hours | | | | | | | | | | | | | | | | | | | | | | | | |
| | CW | Monthly Ergo Project Review | | | | | | | | | | | | | | | | | | | | | | | | |
| | PE/CW | GEMBA Walk | | | | | | | | | | | | | | | | | | | | | | | | |
| | CW | Enter Training Records | | | | | | | | | | | | | | | | | | | | | | | | |
| | CW | Create Weekly Safety Talks | | | | | | | | | | | | | | | | | | | | | | | | |
| | PE | Haz Waste Sampling | | | | | | | | | | | | | | | | | | | | | | | | |
| | PE | Haz Waste Pickup | | | | | | | | | | | | | | | | | | | | | | | | |
| | PE | Pay incoming invoices | | | | | | | | | | | | | | | | | | | | | | | | |
| **VSR** | PE/CW | Supervisor Board Validation | | | | | | | | | | | | | | | | | | | | | | | | |
| | PE | Lockout/Tagout Audits | | | | | | | | | | | | | | | | | | | | | | | | |
| | PE | Create Safety Newsletter | | | | | | | | | | | | | | | | | | | | | | | | |
| **Parking Lot** | | Update HazCom Training | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Update Intranet Site | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Battery Recycling Program | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Create training bins | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Write a book | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Review current PPE usage | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Revise safety talks | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Create cell phone policy | | | | | | | | | | | | | | | | | | | | | | | | |