

OTTAWAY NEWSPAPERS E and S 2003 CALENDAR -

OTTAWAY NEWSPAPERS - YEAR 2003 E&S TASK GUIDE CALENDAR. Please install & use the Dow Jones standard filing system to archive all E&S related documents.	
E&S TASK	PLEASE NOTE: Refer to your E&S WebBook or the Dow Jones E&S Webpage for Procedural guidelines & required forms.
JANUARY	
Set Safety Team 2003 Goals	See Safety Team goal setting guidelines and tools for success on the D.J. E&S Webpage at index letter "S" or in your E&S WebBook Tab "S".
Safety Team 2002 Assessment	See Safety Team goal setting guidelines and tools for success on the D.J. E&S Webpage at Index letter "S" or at Tab "S" of your E&S WebBook.
2002 waste minimization review	See Waste Minimization guidelines on the D.J. E&S Webpage at Index letter "W" or in your E&S WebBook Tab "W" (The first seven pages).
Fork Lift Truck Safety Training	At Index letter "L" of the D.J. E&S Webpage or Tab "L" in your E&S WebBook. Train new employees immediately. Find forms at index letter "F" or Tab "F".
Monthly E&S self-inspection	Plant Self Audit Checklist Forms are on the D.J. E&S Webpage Index letter "F" or in your E&S WebBook Tab "F". Maintain an archive file at your newspaper.
Monthly safety team meeting	See Safety Team goal setting and tools for success on the D.J. E&S Webpage at Index letter "S" or in your E&S WebBook Tab "S". (Monthly meetings are required).
2002 OSHA 300 log posting Feb 1 until April 30	FAX a copy to me by 1/28/2003. Find guidelines on the D.J. E&S Webpage at Index letter "O".
Seacoast & Medford - Test 3E MSDS system	Prior to your next safety committee meeting contact 3E and request an MSDS via fax. Send a copy of your meeting minutes with test experience noted to me.
FEBRUARY	
Right-to-Know (Tier II) report - 2002	Ea. Site should report the same as last year unless new chemicals are in use. NOTE: 1,000 lb. threshold. Go to Index letter "T" on D.J. Webpage.
Hazardous Waste Tracking Logs - 2002	Form is on the D.J. E&S Webpage at Index letter "F" or in your E&S WebBook Tab "F". FAX me a copy to confirm your generator status.
Job Safety Analysis	Find "Job Safety Analysis" work sheets on the D.J. E&S Webpage at index letter "J" or at tab "J" of your E&S WebBook. Fax copy to me, then archive.
Monthly E&S self-inspection	Plant Self Audit Checklist Forms are on the D.J. E&S Webpage Index letter "F" or in your E&S WebBook Tab "F". Maintain an archive file at your newspaper.
Monthly safety team meeting	See Safety Team goal setting and tools for success on the D.J. E&S Webpage at Index letter "S" or in your E&S WebBook Tab "S". (Monthly meetings are required).
Danbury & Sunbury - Test 3E MSDS system	Prior to your next safety committee meeting contact 3E and request an MSDS via fax. Send a copy of your meeting minutes with test experience noted to me.
MARCH	
HAZCOM Training (NAA video or older materials)	Use your traditional training materials or request the latest resource from the Ottawa Library.
Lockout/tagout inspection - pressroom/reelroom	Form on the D.J. E&S Webpage, Index letter "F" or in your E&S WebBook tab "F". Train authorized and affected employees annually (NAA video). Maintain an archive.
Monthly E&S self-inspection	Plant Self Audit Checklist Forms are on the D.J. E&S Webpage Index letter "F" or in your E&S WebBook Tab "F". Maintain an archive file at your newspaper.
Monthly safety team meeting	See Safety Team goal setting and tools for success on the D.J. E&S Webpage at Index letter "S" or in your E&S WebBook Tab "S". (Monthly meetings are required).
Silver Sampling	Film processor waste water samples tested to comply with your Regulating Agency frequency requirements.
Cape Cod & Nantucket - Test 3E MSDS system	Prior to your next safety committee meeting contact 3E and request an MSDS via fax. Send a copy of your meeting minutes with test experience noted to me.
APRIL	
Monthly E&S self-inspection	Plant Self Audit Checklist Forms are on the D.J. E&S Webpage Index letter "F" or in your E&S WebBook Tab "F". Maintain an archive file at your newspaper.
Self Inspections new page 3	Self Inspection forms on the D.J. E&S Webpage at Index letters "A" & "S". Fax copy to me, then archive your original.
Monthly safety team meeting	See Safety Team goal setting and tools for success on the D.J. E&S Webpage at Index letter "S" or in your E&S WebBook Tab "S". (Monthly meetings are required).
Middletown & Traverse City - Test 3E MSDS system	Prior to your next safety committee meeting contact 3E and request an MSDS via fax. Send a copy of your meeting minutes with test experience noted to me.
MAY	
Emergency Procedures all-employee memo	Use the form on the D.J. E&S Webpage at Index letter "F" or in your E&S WebBook tab "F". Maintain an archive file.
Fire doors - annual drop test inspections	Test should be witnessed by IRI rep. Form at Index letter "F" or D.J. E&S Webpage. Send me Fax confirmation, then archive.
Monthly E&S self-inspection	Plant Self Audit Checklist Forms are on the D.J. E&S Webpage Index letter "F" or in your E&S WebBook Tab "F". Maintain an archive file at your newspaper.
Monthly safety team meeting	See Safety Team goal setting and tools for success on the D.J. E&S Webpage at Index letter "S" or in your E&S WebBook Tab "S". (Monthly meetings are required).
Asbestos Training - (anyone potentially exposed)	Annually for building maintenance, press department and employees in buildings where we decide to encapsulate.
New Bedford & Stroudsburg - Test 3E MSDS system	Prior to your next safety committee meeting contact 3E and request an MSDS via fax. Send a copy of your meeting minutes with test experience noted to me.
JUNE	