OLYMPICSTEEL

POKA YOKE SUBMISSION FORM

After you've completed a poka yoke, fill out this form and return it to your local Safety Representative. To be considered for the 2026 Poka Yoke Contest, your poka yoke must be submitted by **Friday, November 6**.

Date: _____

Division/Location: _____

Employee Submitting the Form: _____

Employee(s) Who Contributed: _____

Include name and job title _____

_____

Describe problem/concern or risk (attach BEFORE picture):
Describe the process used to evaluate potential solutions:
Describe the solution or Poka Yoke (attach AFTER picture):
How can this Poka Yoke benefit other locations?

Safety First. Always. And, it starts with me.