



Temporary Services Orientation

TreeHouse Private Brands
Ogden Plant
FY 2016



TreeHouse Introduction



- You will be working in production
 - Skills needed: Fast hand to eye coordination
 - Standing for 8-12 hours
 - Ability to adapt to change
 - Your position can be changed throughout your shift
- Production work is never a guarantee
 - You could be sent home if the lines are down

Employee Safety Expectations



- You will follow all safety policies and procedures.
- If you are unsure how to perform a task, ask for clarification.
- You will wear appropriate PPE at all times.
 - Steel toe & non slip shoes
 - Hard hat (Must be returned at the end of your shift)
 - Safety Glasses
 - Gloves (Casing, Palletizing, and Line Support)

What Type of Employees Do Well?

- Employees expected to work fast but safe.
- Employees expected to lift, bend, pull, push, walk, etc.
- Employees expected to work in extreme heat and cold.
- A large portion of the jobs are very physical.
- Employees need to be able to work 12 hours a day.
- Employees are expected to lift 50 lbs.

NOTE: If you can't perform the tasks listed above, please let us know.



Incident/Injury Reporting

- Our goal is to prevent all accidental injury but if an injury occurs as a direct result of work related activity while you are at work it **MUST** be reported following these procedures.



Incident/Injury Reporting



- *Report your injury no matter how minor it may seem, to your supervisor or lead immediately.*
- First, report the injury and get first aid, then contact the temporary agency and follow their instructions which may include seeking medical attention, if necessary.
- Do NOT just go to YOUR own personal physician or Emergency Room! Your claim may not be paid if you act independently.
- If your injury did not occur at work as a direct result of work related activity, DO NOT report it as such!!

Material Safety Data Sheets



- Chemical and manufacturer identity
- Hazardous ingredients
- Physical and chemical characteristics
- Fire, explosion, and reactivity
- Health hazards
 - Routes of entry
 - Exposure levels (PEL or TLV)
 - Symptoms of exposure
 - First-Aid and emergency information

**Safety data
sheets**

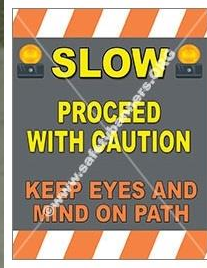
Material Safety Data Sheets (cont.)



- Personal Protective Equipment (PPE)
- Safe handling and storage
- Spills and leaks
- Compliance issues
- Address and Phone Number of Chemical Manufacturer
- Hot Line for Incidences
- An updated SDS Book s are located in the Sanitation, Maintenance, and R&I Offices.

Importance of Labels

- If you are required to use a chemical, you need to read the label.
- Labels will provide information to you about handling, use and emergency precautions.
- All chemical containers must be labeled.



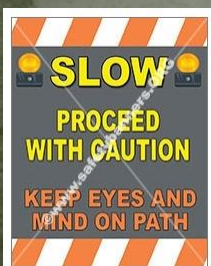
Bloodborne Pathogen Transmission

- Bloodborne pathogens are transmitted through contact with another person's blood or bodily fluid that may contain blood
- Mucous membranes: eyes, mouth, nose
- Non-intact skin
- Contaminated sharps/needles



Universal Precautions

- Treat all blood and bodily fluids as if they are contaminated
- Wear PPE
- Proper cleanup and decontamination





If You Are Bleeding

- If you are bleeding, even from a paper cut, you need to leave the production area immediately.
- Notify your Lead that you are bleeding.
- **DO NOT** stay near the food if you are bleeding.

If You Are Injured



- If you are injured, and blood is present, you need to remove yourself from the food area immediately.

- We want the food contained. We do not want it all over the equipment.



Circumstances of Injury

HOW MOST INJURIES OCCURRED

- ☑ INJURED BY MOVING MACHINERY PART
- ☑ MADE CONTACT WITH ENERGIZED PART
- ☑ INJURED BY PHYSICAL HAZARD (HEAT, CHEMICALS)
- ☑ INJURED BY FALLING MACHINE PART





General PPE Requirements

- PPE is to be worn at all times (The breakroom is the only place you don't need to wear your PPE)
- Employees may only wear approved PPE.
- All Safety Glasses will be OSHA Approved and distributed by the onsite manager.
- Steel toe boot or slip cover steel toe required (Slip covers can be purchased for \$20 onsite, deducted from your first check)
- Hard hat must be returned each shift

LOTO TRAINING for AFFECTED TEMPORARY EMPLOYEES

2018



TRAINING OBJECTIVE

Ensure Lockout/Tagout (LOTO) **Affected Employees** are aware and understand their role and responsibilities within the LOTO Program.





WHAT IS LOCK OUT TAG OUT (LOTO)?

Specific practices and procedures to safeguard people from the unexpected energization or startup of machinery and equipment.

- LOTO is a technique used to prevent energy from being released during the servicing and cleaning of equipment. This is accomplished by placing locks and tags on energy isolation devices prior to starting work.
- LOTO is completed to ensure that the person servicing and cleaning the equipment, as well as personnel whose job it is to operate the equipment, remain safe

AFFECTED EMPLOYEES RESPONSIBILITIES



An Affected employee is one whose job requires him/her to **operate** or use a machine or equipment on which servicing or maintenance is being performed, or whose job requires him/her to **work in an area** in which such servicing or maintenance is being performed.

- Do not attempt to start equipment/machines that are locked out or tagged out.
- Do not attempt to remove or tamper with locks or tags for any reason.
- Removal of locks/tags or the start up of equipment/machines could endanger the lives of those performing the work.



LOTO APPLICATION

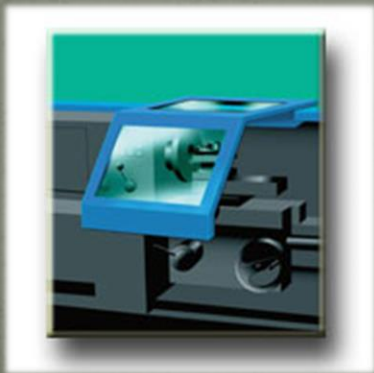
- In Order to place locks and tags on a machine you must be authorized and trained in another LOTO Class.
- Right now you are NOT authorized to place Locks and Tags on Equipment or remove Locks and Tags.
- Please understand if a machine has LOTO applied to it, someone is working on it, and you must leave the machine alone. Stay clear of the machine and the area around it. Do not place your hands into the machine at all for any reason.





What Are Machine Guards?

- Machine Guards are placed on machines to protect employees from moving parts on the machine.
- Simply stated, machine guards are in place so employees do not get hurt. Unfortunately, not every machine will perform their intended function without posing an injury hazard to the employee.
- DO NOT remove, bypass, disconnect, or otherwise interfere with machine guarding. Bypass includes reaching around. Guards are there to prevent you from placing body parts near the point of operation.



Machine Guard

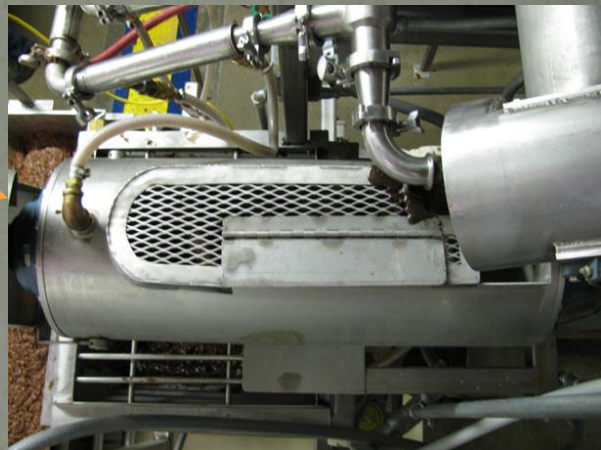




Example of Machine Guarding

Fixed barriers are installed to prevent employees from making contact with moving parts.

Fixed Barrier

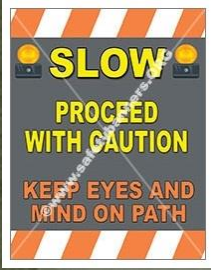




Where Do Injuries Occur?

- Moving parts pose hazards in three main places:
 - Point of Operation
 - Power Transmission
 - Other Moving Parts





Other Moving Parts

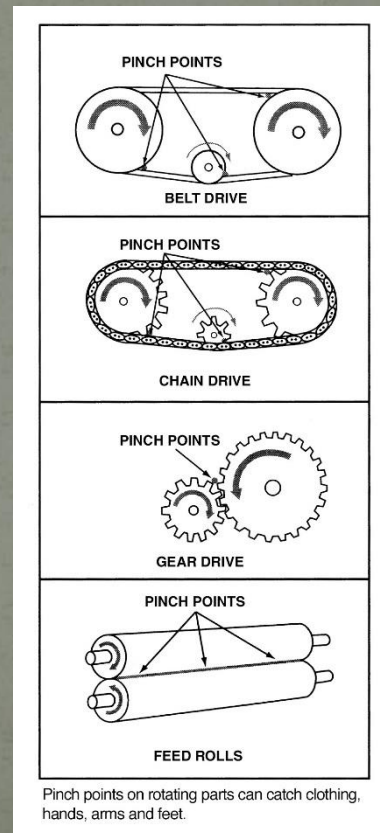
Any machine part that moves in a rotating reciprocating or feeding motion.

Rotating motion



Pinch Points

- Pinch Points are areas where two or more parts move together with at least one part moving in a circle.





E-Stops!!!

- Emergency Stops (E-Stops) are designed to immediately turn off the equipment when the red button is pushed.
- Know the location of the E-Stop on all machines.
- E-Stops are not designed to take the place of machine guarding.
- An E-Stop is generally activated once an injury has taken place.
- In addition to button-style e-stops, there are also light curtains in several areas that serve the same function – they stop the machine when the curtain is broken



Cookie Hero!

- If you see a cookie caught in a conveyor, do NOT be a “Cookie Hero” and attempt to save the cookie and put your body parts in danger.
- Never place your hands under a guard, unless the machine has been Locked Out.





Let Us Know

- You are new to TreeHouse and you have a “fresh set of eyes” to observe things with.
- If you have any concerns about guarding, pinch points, etc. please bring them to your Supervisor’s Attention.
- We want you to operate safely with all equipment.
- Any issue or concern please bring them up with the onsite manager, or comment box located by the time clock.



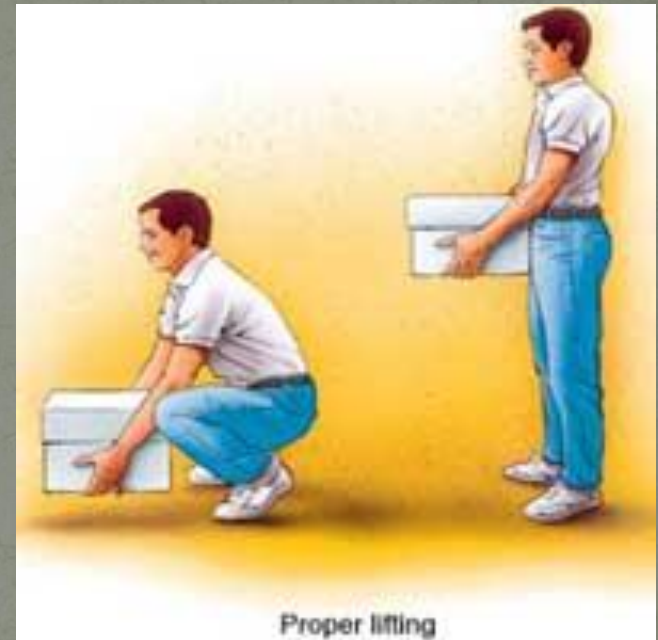
Zero Tolerance Policy

- TreeHouse has a Zero Tolerance Policy for workplace violence.
- Employees who demonstrate workplace violence will be terminated.
- Examples of work place violence are:
 - Stalking
 - Threats
 - Beatings
 - Emotional Abuse
 - Rape
 - Verbal Intimidation
 - Sabotage
 - Robbery
 - Vandalism
 - Domestic Violence Spilled Over



Proper Lifting Techniques

- Use proper lifting techniques.
- Bend your knees and lift with your legs.





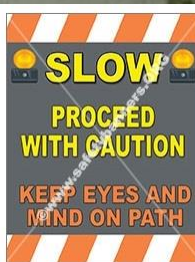
Forklift Traffic

- Walk along side of aisles (let forklifts have center of aisles)
- Listen and look for horn sounds, warning lights, and backup alarms
- Don't approach a forklift until the operator indicates that it is safe to do so
- Never ride on a forklift, be lifted by a forklift, or fool around near a forklift
- Pedestrians ALWAYS have the right-of-way, but don't step out in front of a forklift for any reason.
- Forklifts are equipped with a blue light that shines on the floor – watch for it, especially at blind corners



Shoe Requirements

- You are going to be required to stand on concrete floor for 8 hours a day.
- You need to wear a good pair of shoes that supports your feet.
- Steel toe shoe or steel toe slip cover (Slip covers can only be used for 30 days).
- If you do not have on steel toe, non skid/non-slip shoes, you will be sent home.





Dress Code

- Do not wear objects into work that are hanging off from your body which could get caught in the machinery.
- No hand rings or ear, nose rings of any kind
- No jewels or gems on pants
- No holes in pants



Final Wrap

- Safety begins & ends With you!
- Your friends and family are counting on you to work safe every day.
- Don't let them down!

