

YES

YES

OPERATOR INSTRUCTION SHEET

Heritage Bottling

OIS for: Sanitation				Line: 41 Reviewed by					D. dela Dela		Page	1 of 1	
Operation: Depal - Dock Area						Revision Date:		ŭ					
KEY	Stock/Parts	Critical	Key Qua	lity Point	Key Safe	ety Green	Key Safety Yellow		Work Sequence Layout				
Step	Key Point Symbol	Work Elements / Work Steps should be done in sequence as listed					Hazard Controls and Key Quality Points						
1	\bigcirc	Always inspect the forklift before using, make sure that the log is filled out and the seatbelt is being used while in use.					Fork-lift is functional						SONTHER
2		Before, During and at the End of your shift - check for all potential equipment issues - broken switches, reflectors, handles, etc							Forh LIN				
		Alert your Team Advisor so that the appropriate steps can be taken for repair of damaged items								State of the state			
3		Check the dock area to make sure it is free from excessive pallets, trash and other debris					Clear line of Sight	1	CATERPILLAR	2			
4		Make sure the area is clean, all trash is picked up and that it is swept in and around work area									SALINE SALINE		
5		Make sure that the dumpster is emptied for the next shift Ensure that the trash can is emptied and that the baler and									STREET STREET		
6		cardboard is monitored				baler and		3		TI			
								5		6			
Shift Acknowledgements (Signatures) (OK to put signatures on another piece of paper and attach OIS)													
				,			· -		_				
TA's:									- -				
Fve Pro	ntection Hearing	Protection Hand Protection	rotection	Foot/Lea I	Protection	Arm Pr	otection For	klift :	Respiratory Protection	Other Protection	I Other P	rotection	

YES

YES - STEEL TOE