

LOADING AREA STANDARDS

1. Everyone is expected to work until the horn. This means that there will be no washing up within the last 30 minutes of the shift.
2. Shift change at 4:00 p.m. must be quick and smooth. As soon as the horn sounds, the employees coming on shift will immediately take over loading for the employees going off shift.
3. All loading hooks will be organized on the carts for the next shift. Any hooks and shank racks that require burn off will be neatly organized on the proper racks and all burnt off hooks will be separated and sorted. If this cannot be done then a valid reason must be give to the supervisor.
4. All loading straps, tools, and ladders will be put back at the end of every shift.
Exceptions: Unless they are in use during shift change at 4:00 p.m.
5. Garbage will be emptied once per evening shift.
6. Hoist checks on hoists #309, #310, #356, and #357 will be completed once per shift.
7. All tools must be returned to the toolbox by the end of each evening shift.