

Company Name:	Equipment/Job Identification: Hand Bagging Type of Equipment: Make: Model: Year: Use:
Mine Name:	
Date of Analysis:	

Pre-Assessment:

Pre-requisites:

Duty 1: Beginning of Shift

Objective: The learner will explain the importance of the pre-shift meeting in determining work to be accomplished. The learner will explain and interpret information received in the pre-shift meeting to the trainer. The learner will explain each job step, why it is conducted, any associated risk, and how to implement appropriate controls. Pre-shift activities include the following duties:

Job Steps	Importance Narrative (Consider Safety, Production, Maintenance)	Importance Ranking 1=Important 2=Very Important 3=Critical	Satisfactory or Needs Work	Procedures/Risk Resolution/ Notes/Comments
Listen carefully to instructions provided by the boss on what product to bag				
Be sure you know the product you are bagging				
Listen for the boss to inform you if there are any problems in the plants				
Bring your PPE with you				

Duty 2: Lock and Tag

Objective: Learner will demonstrate safe lock and tag procedures. The learner will explain the results of committing unsafe acts on the job. The learner will explain and demonstrate the steps to depressurize the bagger and how to lock the valve. The learner will explain listed job steps, why they are conducted, any associated risk, and how to implement appropriate controls. Lock and tag procedures include the following duties:

Job Steps	Importance Narrative (Consider Safety, Production, Maintenance)	Importance Ranking 1=Important 2=Very Important 3=Critical	Satisfactory or Needs Work	Procedures/Risk Resolution/ Notes/Comments
Explain Zero Tolerance for unsafe acts				
Depressurize air valves on the bagger <ul style="list-style-type: none"> • Drain air lines • Turn air valve off • Lock valve off 				
Recognize Electrical problems				
Discuss Lock & Tag Policy				
Use a rod to clear blocked spouts/pinch tubes				

Duty 3: Workplace Exam

Objective: The Learner will demonstrate how to conduct a safe and thorough workplace examination. The learner will explain the job steps listed, why they are conducted, any associated risk, and how to implement appropriate controls. A thorough workplace examination includes the following job steps:

Job Steps	Importance Narrative (Consider Safety, Production, Maintenance)	Importance Ranking 1=Important 2=Very Important 3=Critical	Satisfactory or Needs Work	Procedures/Risk Risk Resolution/ Notes/Comments
Check pinch tubes				
Check fire extinguisher				
Check that packing area is clean				
Check that guarding around blower belts are in place				
Check tow motor guard on ramps				
Check previously stacked pallets for stability				
Ensure that proper materials in place				
Place trash in the dumpster				

Duty 4: Bagging

Objective: The Learner will demonstrate how to safely and productively bag product. The learner will demonstrate: the procedure for changing product on the bagger; checking bag weights; taking quality samples and labeling them; and setting super sacks up for filling. The learner will also explain and demonstrate other job steps listed, and explain why they are conducted, any associated risk, and how to implement appropriate controls. Bagging activities include the following job steps:

Job Steps	Importance Narrative (Consider Safety, Production, and Maintenance)	Importance Narrative 1=Important 2=Very Important 3=Critical	Satisfactory or Needs Work	Procedures/Risk Resolution/ Notes/Comments
Know what product you are bagging				
Changing product				
<ul style="list-style-type: none"> • Empty bagger 				
<ul style="list-style-type: none"> • Drop pads in before putting new product in 				
<ul style="list-style-type: none"> • Open air slide from tank for new product 				
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ Make sure all other air slides are closed 				
<ul style="list-style-type: none"> • If bagging in plant 2, change the correct valves behind the bagger 				
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ Change tank selector switch beside bagger to the proper tank – 4, 4.5, 5 tank 				
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ Open/Close valve behind plant 3 based on what tank you are using 				
<ul style="list-style-type: none"> • Run new material to bagger 				
<ul style="list-style-type: none"> • Bag 1 skid 				
<ul style="list-style-type: none"> • Test sample 				
<ul style="list-style-type: none"> • If sample is good – begin bagging product 				
<ul style="list-style-type: none"> • If sample is bad – bag another and repeat testing process 				

Job Steps	Importance Narrative (Consider Safety, Production, and Maintenance)	Importance Ranking 1=Important 2=Very Important 3=Critical	Satisfactory or Needs Work	Procedures/Risk Resolution/ Notes/Comments
40-50 lb bags				
<ul style="list-style-type: none"> • Check bagger 				
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ Squeeze open spout hole and slide bag on spout 				
<ul style="list-style-type: none"> • Press the start button for the compressor 				
<ul style="list-style-type: none"> • Press the start button on the blower to get material in the tank 				
<ul style="list-style-type: none"> • Place pallet in comfortable position on the ground 				
<ul style="list-style-type: none"> • Place bag on skid in proper position 				
<ul style="list-style-type: none"> • Repeat process to fill another bag alternating spouts 				
Super Sack				
<ul style="list-style-type: none"> • Get the proper super sack for the material that you are bagging 				
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ Ensure the loops on the sack are not damaged – no tears 				
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ Make sure the bottom draw string is tied 				
<ul style="list-style-type: none"> • Retrieve tow motor #14 				
<ul style="list-style-type: none"> • Place the super sack loops on the forks 				
<ul style="list-style-type: none"> • Move the tow motor to the appropriate bagger 				
<ul style="list-style-type: none"> • Attach one end of the filler hose to the bagger and one to the super sack 				
<ul style="list-style-type: none"> • Turn on bagger 				

Job Steps	Importance Narrative (Consider Safety, Production, and Maintenance)	Importance Ranking 1=Important 2=Very Important 3=Critical	Satisfactory or Needs Work	Procedures/Risk Resolution/Notes/Comments
<ul style="list-style-type: none"> • Check the weight by shutting off the bagger and raising the forks 				
<ul style="list-style-type: none"> • Certain products require a sample 4th super sack 				
<ul style="list-style-type: none"> • Slide a pallet under the super sack and lower the super sack down 				
<ul style="list-style-type: none"> • Place the date, your name, and the product type, and the sack number on each super sack 				
<ul style="list-style-type: none"> • Tie the super sack shut at the top 				
<ul style="list-style-type: none"> • Place the super sack on stock (normally in a warehouse) 				

Duty 5: Palletizing

Objective: The learner will demonstrate how to safely and productively palletize product. The learner will explain and demonstrate bag lifting and stacking procedures as shown. The learner will explain the job steps listed, why they are conducted, any associated risk, and how to implement appropriate controls. Palletizing activities include the following job steps:

Job Steps	Importance Narrative (Consider Safety, Production, and Maintenance)	Importance Ranking 1=Important 2=Very Important 3=Critical	Satisfactory or Needs Work	Procedures/Risk Resolution/ Notes/Comments
Never use broken pallets				
<ul style="list-style-type: none"> • Stack broken pallets outside the plant in an orderly fashion 				
Material handling				
<ul style="list-style-type: none"> • How to stack 				
<ul style="list-style-type: none"> ○ Keep bags square within the skid 				
<ul style="list-style-type: none"> ○ Keep the spout end of the bag pointed toward the inside of the skid 				
<ul style="list-style-type: none"> ○ Stack with the label facing up 				
<ul style="list-style-type: none"> ○ Always start staking at the back of the skid 				
<ul style="list-style-type: none"> • Body positioning 				
<ul style="list-style-type: none"> ○ Place empty skids down to raise up your skid 				
<ul style="list-style-type: none"> ○ Position you pallet close to the bagger 				
<ul style="list-style-type: none"> ○ Do not twist your body to stack bags 				
<ul style="list-style-type: none"> ○ Keep the bag close to your body 				
MD-3's or MD-5's				
<ul style="list-style-type: none"> • Arrange Five bags per layer • Stack 10 layers high 				

Job Steps	Importance Narrative (Consider Safety, Production, and Maintenance)	Importance Ranking 1=Important 2=Very Important 3=Critical	Satisfactory or Needs Work	Procedures/Risk Resolution/Notes/Comments
<ul style="list-style-type: none"> • Take a sample every skid 				
<ul style="list-style-type: none"> • Stamp each bag once finished 				
<ul style="list-style-type: none"> • Write your name and date on one of the bottom bags of each skid 				
<ul style="list-style-type: none"> • Cover and wrap the skid 				
<ul style="list-style-type: none"> • Affix your quality control packet 				
<ul style="list-style-type: none"> • Put the product on stock 				
MD-10's				
<ul style="list-style-type: none"> • Stack seven bags per layer 				
<ul style="list-style-type: none"> • Stack 8 layers high 				
<ul style="list-style-type: none"> • Take a sample every skid 				
<ul style="list-style-type: none"> • Stamp each bag once finished 				
<ul style="list-style-type: none"> • Write your name and date on one of the bottom bags of each skid 				
<ul style="list-style-type: none"> • Cover and wrap the skid 				
<ul style="list-style-type: none"> • Affix your quality control packet 				
<ul style="list-style-type: none"> • Put the product on stock 				
50-lb bags				
<ul style="list-style-type: none"> • Lawn and Garden 				
<ul style="list-style-type: none"> ○ Place a slip sheet down 				
<ul style="list-style-type: none"> ○ Stack 7 bags per layer 				
<ul style="list-style-type: none"> ○ Stack 8 layers high 				
<ul style="list-style-type: none"> ○ Write your name and date on one of the bottom bags of each skid 				
<ul style="list-style-type: none"> ○ Cover and wrap the skid 				
<ul style="list-style-type: none"> ○ Put the product on stock 				
<ul style="list-style-type: none"> • Industrial 				

Job Steps	Importance Narrative (Consider Safety, Production, Maintenance)	Importance Ranking 1=Important 2=Very Important 3=Critical	Satisfactory or Needs Work	Procedures/Risk Resolution/Notes/Comments
○ Place a slip sheet down if the product is being stored outside				
○ Stack 7 bags per layer				
○ Stack 8 layers high				
<ul style="list-style-type: none"> ● Blow off each layer with the air hose for certain customers 				
○ Stamp the date on each bag for certain customers				
○ Write your name and date on one of the bottom bags of each skid				
○ Cover and wrap the skid				
○ Number each skid				
○ Staple PO number to skid for certain customers				
○ Sample every 4 th skid				
○ Affix a quality control packet to the final skid of the order				
○ Put the product on stock				
40-lb bags – Lawn and Garden				
<ul style="list-style-type: none"> ● Place a slip sheet down 				
<ul style="list-style-type: none"> ● Stack First two layers 				
<ul style="list-style-type: none"> ● Stack Next seven layers 				
<ul style="list-style-type: none"> ● Write your name and date on one of the bottom bags of each skid 				
<ul style="list-style-type: none"> ● Cover and wrap each skid 				
<ul style="list-style-type: none"> ● Put the product on stock 				

Duty 6: Quality Control

Objective: The learner will demonstrate quality control procedures as listed. Learner will explain job steps, the dos and don'ts, and why they are conducted, any associated risk, and how to implement appropriate controls. Quality Control activities include the following job steps:

Job Steps	Importance Narrative (Consider Safety, Production, and Maintenance)	Importance Ranking 1=Important 2=Very Important 3=Critical	Satisfactory or Needs Work	Procedures/Risk Resolution/Notes/Comments
Never use broken pallets				
Make sure that you are bagging the right product				
Make sure your tanks are properly emptied				
Check your weights (either 40 or 50 lbs)				
<ul style="list-style-type: none"> • Check weight three times a shift 				
<ul style="list-style-type: none"> • If the weight is off adjust the machine 				
Check bags/super sacks for tears				
Take samples as needed				
Make sure dates and names are placed on the bags if required				
Blow off excess material if required				
Cover products stored outside				
Tuck your stretch wrap tail in the last wrap				
Ensure the proper amount of bags/stacking pattern are on each skid				