

INDUSTRY AUTHORITY EMPLOYEE CODE OF SAFE PRACTICES (COSP) TRAINING SIGN-OFF SHEET

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- 4.3 **SPILLS:** Clean and dry any spills up immediately. Never leave a spill unattended and always place notification of a slip/trip hazard until the spill has been completely cleared and surface is dry. Always exercise caution when moving about the work area for trip or spill hazards and never walk away from a hazard without taking appropriate action as outlined. Always ensure the work area has proper lighting to illuminate the workstation and keep floors free of litter, scraps, spills and other loose debris that may obstruct safe passage. Maintain an organized work area free from dust and clutter.
- 4.4 **REPAIRS:** Report to supervisor any frayed electrical cords, loose or broken electrical wires, broken outlet covers and receptacles immediately. Never make any changes and/or repairs to equipment, controllers and specifications unless authorized to do so by your supervisor and always follow the proper Lock-Out Tag-Out instructions. Never attempt to operate equipment that is Locked-Out and Tagged-Out or in need of repairs until it has been cleared. Listen for excessive or unusual noises to ensure equipment is operating properly.
- 4.5 **FIRE EMERGENCY:** In the event of a fire stop work immediately, turn off all equipment (if possible) and proceed along with tools (if any) orderly and quietly to the correct fire exit and leave tools with supervisor. Be aware of all fire exits, primary and secondary, the location and type of all extinguishers and be familiar on the proper extinguisher P.A.S.S. method for using extinguishers. Gather at the designated location and remain there. A minimum of three (3) feet of clearance space must always be maintained for fire exit paths and around fire extinguishers and electrical panels. Unreported fires must be reported to extension 222 immediately.
- 4.6 **LIFTING:** Always practice proper lifting and back safety techniques when lifting or carrying objects. Ensure to approach the object closely, positioning hands proportionately, and lifting with your knees. Never twist when lifting and never carry a load that blocks your vision. Never carry anything top-heavy or lift weight of more than seventy (70) pounds without assistance. When carrying material, caution should be exercised in watching for and avoiding obstructions, loose material, etc.
- 4.7 **MSDS:** Refer to, read and follow all Material Safety Data Sheet (MSDS) instructions on the proper use and storage of chemicals for all chemicals or cleaning agents. Do not ever use chemicals from a container if you are unsure of its contents. Some chemicals are harmful when absorbed through the skin or inhaled through the nose or ingested. Take care not to get chemicals on your skin.
- 4.8 **PPE:** When working in your area or using any equipment, chemicals or cleaning agents, always wear proper Personal Protective Equipment (PPE), such as gloves, bouffant (hair nets), safety goggles, ear plugs, and other advisable safety work apparel and footwear (boots). Ensure all attire is without any loose or dangling cloth or strings attached. Proper work attire must be worn in a fashion so as not to get caught in equipment, moving and/or not, or pinch points. You must keep hands and clothing from being caught in equipment.
- 4.9 **ERGONOMICS & RMI:** Take the time to correctly set-up your work area for comfort and safety. Always use good ergonomic practices by keeping your back in a naturally upright position while working. Tuck in your chin, so your head and neck maintain a strait backline and good posture. Avoid excessive bending, twisting, lifting and leaning to avoid Repetitive Motion Injury (RMI). Do not maintain a static posture and take frequent mini-breaks or vary tasks as needed. Any movement that continues to create discomfort while thus engaged must be reported to the supervisor.
- 4.10 **FIRST AID:** Accidents in the workplace are a fairly common occurrence, resulting in mutilation, death, and lifestyle-altering accidents. A seemingly minor cut can easily turn infected and lead to blood poisoning, so you must properly clean the wound and apply a Band-Aid at the time of injury to keep out germs. You must always report potential hazards, accidents, and injuries immediately to your supervisor.
- 4.11 **SAFETY GUARDS:** Prior to use, inspect machinery and ensure safety guards are in place and no operating issues or hazards exist. Be aware of all safety guards, pinch points, hazards and never remove or circumvent guards or safety devices.

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4.12 DISTRACTIONS/HORSEPLAY: Noise is a mental distraction which must be eliminated so that it does not mess with mental focus. Workstations must never be cluttered with unnecessary noise or personal effects, unsorted files, bolts, screws, wires, food, wrappers and other junk. Visual clutter can easily translate itself to mental clutter.

5.0 HAZARD ASSESSMENT/SAFETY PROCEDURE:

5.1 Keep clear of inherent hazards such as moving parts, sharp surfaces, pinch points and ink. It is advisable to wear personal protective equipment such as gloves when using ink sprayers and safety goggles when using Silversticher to avoid irritation or injury.

5.2 Always inspect all machinery in work area to be certain safety guards are in place and no visible operating issues or hazards exist.

5.3 Beware of broken or damaged pallets for splinters to avoid injury or accidents. *① Inform maintenance workers who will then make necessary repairs*

6.0 QUALITY CONTROL:

6.1 The supervisor is the only person that will instruct the workload for the day's production needs based on customer orders.

6.2 Only the exact amount of cartons needed for production that day should be pulled from inventory.

6.3 The brewing instruction sticker must be uniformly placed *on each* on all cartons. *② PAPER MUST BE PLACED inside of each box - prior to sealing*

6.4 The correct contents description box located on the carton must be clearly and uniformly checked or marked using a black marker on every carton.

6.5 The bottom of each carton must be uniformly stapled with 4 staples on each side of the carton.

6.6 Every carton must have the correct Julian Date, verified by the Julian Day Table (COF 15.12-F019) in accord with the date the carton was packaged, and the correct commodity number, coffee type and size of packaging printed on every carton.

6.7 Cartons formed and marked for production must be neatly stacked seven cartons high near the GL-9.

6.8 All sealed bags of coffee received from the GL-9 must be placed into the carton with the label faced up.

6.9 All cartons must have all contents placed into them before neatly sealing the top of the carton with 24 inches of tape.

6.10 All cartons must be uniformly stacked onto the shipping pallet *③ NOT needed* with the brewing instructions faced out.

6.11 All cartons must be stacked onto the shipping pallet tightly with four (4) layers of nine (9) cartons, thirty-six (36) total cartons per pallet.

6.11.1 Occasionally, customer/production needs may result in a partial pallet that can be shipped.

6.12 On all four sides of the palletized cartons, there must have a tag that clearly states the product inside the cartons stacked on that pallet.

6.12.1 Place identification tags centered on all four sides of the finished pallet.

6.13 All completed pallets must be shrink-wrap tightly to secure cartons onto the pallet for shipping.

6.14 All pallets must be placed in an orderly fashion near the back dock to await shipping.

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10.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Packaging Production Log (COF 15.12-F018)	Office	1 Year	Shred	Locked

11.0 EMPLOYEE ACKNOWLEDGMENT OF UNDERSTANDING:

11.1 I **SINGH, MICHAEL #T-22165**, as of this day, have proper understanding and hands-on experience using described equipment and I am well advised on the importance of all matters of safety respective to this particular job assignment. I fully understand and agree to safely use the equipment within this workstation and to wear all advisable Personal Protective Equipment (PPE). I have read completely and fully understand this document which contains all quality control and safety practices.

11.2 I fully understand that CALPIA has a clear policy for open communication regarding safety in the workplace and has available a clear health and safety complaint procedure. I fully understand that it is mandatory to attend safety meetings and to adhere to all safety instructions provided.

11.3 I understand that CALPIA has a policy of sanctions against employees who violate the safety program and that when any employee causes any safety infraction which was previously known to be contra to the employer's safety requirements could result in immediate removal from the program. I fully understand that deviating from any stated procedures listed above CALPIA is completely released of any liability of responsibility for any injuries and/or illnesses that may occur as a result of employee gross negligence.

11.4 I acknowledge by signing below that all questions and instructions regarding the proper procedure and use of equipment within this job assignment have been answered.

EMPLOYEE SIGNATURE: _____ DATE: _____

SUPERVISOR SIGNATURE: _____ DATE: _____

**** End of Procedure ****