# **GFNY Warehouses / Production Training Manual**

**Environmental Services – ESFM Tesla GFNY**

## **📌 Purpose**

This manual defines **training requirements, daily duties, and QR compliance process** for EVS personnel assigned to **Warehouse and Production zones**. These are **high-traffic, safety-critical areas** where floor care, trash removal, and hazard response are essential to Tesla GFNY standards.

## **✅ Zone-Specific Training Tasks**

* **Scrubber Operation**
  + Operate ride-on and walk-behind scrubbers safely.
  + Complete required equipment certification before independent use.
  + Perform daily inspections (pads, squeegees, water/chemical levels, battery).
* **Line-Side Trash & Recycling**
  + Collect line-side trash and recycling along production areas.
  + Replace liners, sweep surrounding areas, and ensure bins are hazard-free.
* **Dusting & Surface Care**
  + Dust and wipe Red X beams, lockers, vending machines, and cubbies.
  + Remove residue, spills, and safety hazards from vertical and horizontal surfaces.
* **Loading Dock & Routes**
  + Sweep and mop loading docks and forklift lanes.
  + Follow all safety and traffic protocols while working in active production areas.
* **Spill Response & Hazard Communication**
  + Respond immediately to spills with appropriate absorbents or Kaivac if required.
  + Log incidents in CMMS and QR Notes.
  + Escalate chemical or hazardous spills per safety protocols.

## **📱 QR Process (Exit-Only Compliance)**

1. **Scan on Exit Only (Completion Rule)**
   1. Scan the QR code **only when all work in the zone is fully completed** and you are leaving.
   2. Do **not** scan on entry.
2. **Each Assignment Requires a Scan**
   1. Every completed round requires a QR scan before exiting.
   2. Missed scans = missed zone in EVS X-Ray compliance tracking.
3. **Use Notes for Issues**
   1. Report supply shortages, damages, or safety hazards in the Notes section.
   2. Example: “Dock debris left after delivery,” “Scrubber low battery,” “Spill on Line 2.”
4. **Automatic Alerts**
   1. Notes generate **real-time alerts** to Managers and Leads.
5. **Urgent Issues Protocol**
   1. Hazards (oil spill, chemical release, broken equipment) must be logged in QR Notes **and verbally reported** to a Manager/Lead immediately.

## **🎯 Standards to Remember**

* Production floors must be **clean, dry, and hazard-free**.
* Line-side bins must be serviced on schedule with **no overflow**.
* Scrubbers must be **operated safely and stored clean after use**.
* All dusting, sweeping, and hazard controls must be **documented via QR scans**.