

ShopFloor Operations & Safety Handbook (v1.2)

Owner: Production Management Office

Applies to: Assembly Line A, Packaging Line B

Last Updated: 2026-02-01

1) Purpose & Scope

This handbook defines minimum safety, operations, and quality rules for personnel working in production areas. It applies to employees, contractors, and visitors entering ShopFloor zones.

2) PPE Requirements

Mandatory PPE in Production Areas

- Safety helmet must be worn inside the production area at all times.
- Safety shoes with steel toe are required on the shopfloor.
- High-visibility vest is required in forklift zones.
- Safety glasses are required when operating cutting, drilling, or grinding machines.

Exceptions

- PPE exceptions require written approval from the Shift Supervisor and must be time-bound.
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3) Machine Operation Rules

Authorization

- Only trained staff may operate heavy equipment.
- Training completion must be recorded in the LMS and verified by the line lead.

Before Operation

- Verify emergency stop functionality.
- Confirm guards are properly installed.
- Ensure work area is clean and free of obstacles.

During Operation

- Never bypass safety interlocks.
 - Do not operate equipment while fatigued or under medication that impairs attention.
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4) Lockout / Tagout (LOTO)

When to use LOTO

- Maintenance, cleaning, jam removal, or any work requiring access to moving parts.

LOTO steps

1. Shut down the machine using standard procedure.
2. Isolate energy sources (electrical, pneumatic, hydraulic).
3. Apply lock and tag with operator name and timestamp.
4. Verify zero energy state before starting work.
5. Remove locks/tags only after work completion and area clearance.

Failure to follow LOTO is considered a critical safety violation.

5) Quality Inspection SOP

Objective

Ensure product meets specification before shipment.

Checks

- Visual inspection for surface defects (scratches, dents, contamination).

- Dimension check using calibrated tools (calipers/gauges).
- Label verification (batch, date, destination).

Frequency

- First-off inspection at start of each shift.
- Every 50 units or after changeover.
- Final inspection before shipment.

Non-conformance

- Quarantine affected batch.
 - Create a NCR ticket with photos and batch number.
 - Notify Quality Lead within 30 minutes.
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6) Incident Reporting

Report immediately:

- Injuries, near-misses, unsafe conditions, chemical spills, equipment faults.

Process

- Inform supervisor immediately.
 - Record incident in the incident system within 1 hour.
 - For injuries: go to first aid station and follow medical guidance.
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7) Visitor Policy

- All visitors must sign in at reception.
- Visitors must be escorted at all times.

- Visitors must wear helmet + high-visibility vest in production areas.
 - Photography is prohibited unless approved by Site Manager.
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8) Shift Handover & Reporting

- Production reports must be submitted weekly.
 - Shift handover includes: output count, downtime reasons, quality issues, safety notes.
 - Escalate blockers to supervisor within 15 minutes.
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9) Data & Access Policy

- Unauthorized access to machines and control panels is prohibited.
 - Data backups are performed every night at 02:00.
 - Password sharing is not permitted.
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10) FAQ

Q: What PPE is required in forklift zones?

A: High-visibility vest and safety shoes; helmet required if inside production area.

Q: When is LOTO mandatory?