

Wrap Station

Job Summary and Training Guidelines

2025

Table of Contents

Job Summary.....	3
Job Tasks	3
Employee Priorities	3
Wrapping Line.....	3
Wrapping a Unit	3
Automatic Grade/Load Printer.....	3
Physical Job Demands.....	3
Mental Challenges	3
Job Duties.....	4
Essential Job Functions	4
Quality Control	4
Non-Routine Tasks	4
Personal Protective Equipment (PPE).....	4
Hazards	5
Behavior-Based Safety	5
Self-Directed Safety	5
In Case of Fire	6
Heat Stress	6
Energy Isolation (Lockout/Tagout).....	6
Chemicals	6
Emergency Response.....	6
Operator Control	6
Training Tips	7
Required Training	7
Personal Accountability and Job Profile Review.....	7

Job Summary

Operator will compare the printed tag to the handwritten one from the strapper operator and confirm that they are identical. Operator will use a series of buttons/switches to regulate the flow and start/stop different chain sections as needed. Flawed units are marked and need to be passed through the wrap station to be repaired, these units will need to be sorted out and fixed during downtime. Wrap all designated units according to training procedures. All units must be properly labeled, squared up and made presentable for customers. Watch to ensure no hang ups or upsets occur. Refill lumber wrap and operate strapper as needed (See Strapper Operator Job Profile). This is a rotating position, training in other jobs will be required as directed by your supervisor. Operators must make sure that the chain stays moving, and the units are flowing straight. If a plug-up were to occur, the operator must follow the proper procedure to remove the plug-up in a safe and timely manner.

Job Tasks

Employee Priorities

- Personal safety.
- Safety of others.
- Quality of the product.
- Quantity (production).

Wrapping Line

Visually identify and confirm marked units approaching the wrap station, while sorting bad units out. Monitor units to ensure that they are squared up before wrapping. Various alarms will help determine upset conditions. Manually operate Wrapping Station to correct and reset alarms in order for station to run. Confirm that product information is being printed properly.

Wrapping a Unit

Always keep wrap as tight as possible to the load. Using plastic tabs, alternate tabs and staple to secure bottom perimeter and corners to unit. Follow printed instructions on how and where to place tabs and staples. Place confirmed label in upper right corner of unit square to the edges. Only use one-tab strip per unit, do not use the last tab on the strip.

Automatic Grade/Load Printer

All operators, and Quality Control will work as a team to make sure product is being stamped/labeled properly. Change ink cartridges when necessary, every board/Load must be correct, it is the everyone's responsibility to notice when the printers are not working properly and notify maintenance or supervisor immediately.

Physical Job Demands

This job is a low impact job. Job involves standing for long periods, wrapping and feeding lumber to equipment. Operator must be able to Bend/Stoop, Twist and Turn while unplugging upsets as needed unless otherwise told by your supervisor.

Mental Challenges

- Know what species of wood you will be running.
- Know the variety of products you will be running.

- Staying focused on the job at hand.
- Watching what is going on around you so that you do not endanger yourself or others.

Job Duties

- Perform the work in a way that will ensure your personal safety.
- Keep units moving.
- When the production stops check that the problem is not in your area.
- Ensure product flows in and feeds properly.
- Follow lockout procedures when putting yourself in harm's way.
- Never perform a task for the first time by yourself.
- Respond to fires according to procedures and training.
- Know how to operate a fire extinguisher and the emergency route for evacuation.
- Be able to lift and sort boards properly.
- When there is downtime and no plug ups keep workstation clean and safe. Downtime is clean up time.

Essential Job Functions

- Must know and understand Lockout/Tagout procedures.
- Walking.
- Standing for long periods of time.
- Repetitious use of hand and wrists.
- Fast paced work, must be able to safely keep product moving.
- Ability to learn other Job stations.
- When jam ups occur assist in clearing them.

Quality Control

- Throw away any unusable, or broken boards.
- Know the product.
- Be aware of what thickness, species, and length you are running.

Non-Routine Tasks

- Major Plug-ups.
- Plant Cleaning.
- Organization.
- Do not enter an unauthorized area without training.

Personal Protective Equipment (PPE)

Wearing personal protective equipment (PPE) will not prevent accidents but it will lessen the injury severity. SDS requires a standard amount of PPE to be always worn. The list below shows what further PPE is required to perform these job duties. Required PPE is provided by SDS Lumber.

- Gloves, required.
- Safety glasses, required.
- High visibility vest, required.
- Hearing protection, required.

- Goggles are required when blowing debris with compressed air.

Hazards

Potential hazards associated with this job station:

- Slips and falls are significant hazards - Keep walkways clear of tools, air hoses, and trips hazards.
- Excessive noise.
- Splinters from lumber. (Do not slide the material across your body without wearing proper PPE).
- Cleaning with compressed air. (Always wear your safety goggles and when blowing sawdust or bark dust wear a dust mask if appropriate).
- Strains and sprains of upper extremities and lower back.
- Struck by lumber or forklift.

Behavior-Based Safety

Our safety processes at SDS Lumber were developed by the people and focus on behaviors. A behavior is something I do that you can see or something that you do that I can see. It is that simple. Safe behaviors that get recognized and rewarded tend to get repeated even when a supervisor is not there watching. It is important that we recognize the things we do that put ourselves or others at risk of being injured, both at work and at home.

You may observe an unsafe act or near miss. As an employee, your responsibility is to give feedback to coworkers and supervisors. To be effective, feedback should be soon, certain, specific and positive. If someone has taken the time to give you feedback, listen closely to what they have to say.

Self-Directed Safety

Hazard recognition is the first step to accident prevention; the second step in the process is learning what you can do to protect yourself from known hazards. Here are some suggestions from your co-workers:

- If for any reason, you must put yourself in harm's way, LOCK IT OUT!
- Your Safety is your responsibility!
- Use common sense.
- Don't be afraid to hit the STOP button.
- Think about what's next and what could happen.
- Respect the machine; it doesn't care what it eats.
- Wear PPE.
- Try to keep your mind on the job.
- Be aware of your surroundings.
- Stretch often, especially shoulders and legs.
- Ask for help, don't go-it alone.
- Be sure to drink plenty of water during the summer months to prevent heat stroke.
- Dress in layers during the winter months so that you can take off layers or put on layers as you get warmer or colder.

Work Safely: Machinery is automated, can start, stop and index independently of operator. The operator needs to be able to make quick decisions in able to avoid putting themselves in an unsafe position. There are numerous sprockets, gears, moving chains and pinch points to be aware of.

Although we have tried to think of every possible hazard, there will always be the possibility that we have missed some. Knowing this, it is everyone's responsibility to constantly be on the lookout for new and unknown hazards.

In Case of Fire

- Know evacuation routes and where fire extinguishers are located.
- If smaller than a garbage can, try to extinguish it.
- If larger, then evacuate!
- Once you are safe let your supervisor or maintenance know.

Heat Stress

All employees will receive annual training on heat stress prevention. Several employees in each department will receive First Aid training and certification enabling them to recognize and respond to symptoms of heat stress.

Energy Isolation (Lockout/Tagout)

Follow site-specific guidelines for each piece of machinery. Be familiar with task-based lockout procedures, their terminology and their location. Periodic audits will be conducted to ensure complete awareness of LOTO.

Lockout every time any part of your body is in HARM'S WAY. Harm's way is described as "a dangerous place or situation". This means if it is powered and you can touch it or if your body must leave a designated walkway or catwalk, YOU MUST LOCKOUT!

Chemicals

The Safety Data Sheets for all chemicals in the Planer plant can be found in safety office. Here is a list of some of the chemicals you may come in contact with:

- Hydraulic fluid
- Grease
- Ink

Emergency Response

Emergency Response/evacuation and Environmental/spill Response Manuals are available in Yard and Safety offices. In addition, you will receive annual training to keep you updated and familiar.

Operator Control

Take a few minutes at the start of the shift to familiarize yourself with the operating controls and where the starting positions are. Ensure all controls are properly labeled and that you understand their functions.

Training Tips

Here are some tips from fellow employees who are most knowledgeable about the position. It would be in your best interest to pay close attention to what they had to say:

- Always lockout when putting yourself in harm's way.
- Remember to VERIFY lockouts every time. MCC's have failed.
- STOP and think before you do things.
- Keep eyes and ears open. Pay attention to surroundings.
- Watch where you put your hands.
- Watch out for forklifts.
- Don't be afraid to ask questions.
- BE IN CONTROL! Productivity is important, but NEVER jeopardize your safety!

Required Training

LOTO, Slips and falls, Ladders, Heat stress, Fire safety, Back Safety, Fields of Vision

Personal Accountability and Job Profile Review

I, _____, have received and read the job profile for Wrap Station and know that if I perform my job as described that the likelihood of me being injured is minimized. I also recognize that my own failure to do so could result in serious injury or even death. I am willing to accept full responsibility for my own actions and understand I will be held accountable.

Signature

Date