

Planer Supervisor

Job Summary and Training Guidelines

2025

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Job Summary

The Planer Supervisor oversees all other (production positions) associated with the planer. This includes working closely and communicating with Maintenance, Electricians, Dry kilns, Sales, Shipping, and upper Management to keep product moving in a safe and efficient process. Some responsibilities are hands off/on training of new employees, maintaining quality and appearance of the product, tracking production/inventories, and keeping the crew motivated. Overall knowledge about the Planer mill and individual positions, involvement in the safety process and procedures, making minor adjustments to equipment, company forklift certification, and adequate lumber grading knowledge, are all necessary. All loads must be squared up, labeled properly, and look presentable for customers. This position is also responsible for assisting operators and filling in wherever needed. Training in other jobs will be required as needed. Constantly monitor that the product keeps moving. If a plug up were to occur, follow the proper procedure to remove the plug up in a safe and timely manner.

Job Tasks

Quality Control

Constantly monitor product to ensure that it is proper length, grade and size. The lumber is generally between 4' to 10' long, and there are a variety of widths, thicknesses, species and grades which worker must become familiar with.

Automatic Grade Printer

All employees will work as a team when wiping print heads and changing cartridges if needed. Every board must have a grade stamp; it is everyone's responsibility to keep the printer working and notify maintenance or supervisor immediately.

Operations Assistance

The willingness and ability to learn other jobs are essential for this position. Workers will become a full-time station operator if needed.

Employee Priorities

- Personal safety.
- Safety of others.
- Quality of the product.
- Quantity (production).
- Never do anything by yourself for the first time!!!

Physical Job Demands

This job is a medium impact job. Job involves standing for long periods and feeding lumber to equipment. Operator must be able to bend/stoop-over, 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.
- Keeping yourself and others focused on the job at hand.

- Ability to plan ahead.
- Knowledge of computer programs to track products and build reports.
- Handling Worker conflicts and issues.
- Watching what is going on, do not endanger yourself or others.

Job Duties

- Perform the work in a way that will ensure your personal safety.
- Keep chains full.
- When production stops, check the problem area and assist if needed.
- Ensure products are continuing to move.
- Follow lockout procedures when putting you in harm's way.
- Never perform a task for the first time by yourself.
- Respond to fires according to procedures and training.
- Know and teach others how to operate a fire extinguisher and the emergency route for evacuation.
- Be able to lift and sort boards properly.
- When downtime occurs, keep the workers busy by prioritizing duties based on the amount of time available. 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 unusable or broken boards.
- Know the product and keep it on grade.
- Be aware of what thickness, species, and length of sort 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 worn at all times. The list below shows what further PPE is required to perform these job duties. Required PPE is provided by SDS Lumber.

- Gloves, required.
- Hardhats, required.
- Safety glasses, 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. Operators need 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 it is 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 done 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
- Lubricants
- Inks/Paints
- Fuels

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 position is. 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 operator position. It would be in your best interest to pay close attention to what they had to say:

- Always lock out 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!

Task Hazard Analysis

TASK	HAZARDS	CONTROLS
1. Operating equipment Remote and auto start	All equipment can be started remotely	Lock out before putting yourself in harm's way.
2. Walking on and off catwalks, Ladders and Stairs	Slips, trips, and falls	Observe floor condition and remove any debris that may cause potential hazard.
3. Pulling bad boards from chain	Slivers	Wear proper PPE for the job.
	Pinch points	Be conscious of hand placement when manipulating boards.
	Slips, trips, falls	Refer to #2
4. Working with skew boards	Struck by moving boards	Watch for skew boards.
	Strains and sprains from repetitive motion	Rotate to different positions.
	Pinch points	Refer to #3
	Slips, trips, falls	Refer to #2
5. Working with Sticker and dunnage	Slivers	Refer to #3 (Dunnage and Stickers are used over and over and have a greater potential for slivers)
	Weight and Slivers	Use a tool when possible, move no more than what you can carry in your gloved hand and not your arms.
	Pinch points	Refer to #3
	Strains and sprains from repetitive motion	Refer to #4
6. Working with Pipe Poles and other Hand tools	Tools breaking loose when pulling	Refer to #1 Be aware of your footing to prevent falling.
	Pinch points	Refer to #2

Required Training

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

Required Personal Protective Equipment

Gloves, Safety Glasses, Hi-Viz, Hearing Protection and Safety toe work boots. Goggles if using compressed air.

Personal Accountability and Job Profile Review

I, _____, have received and read the job profile for Planer Supervisor. 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