

# Planer Infeed Forklift Operator

Job Summary and Training Guidelines

2025

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## Job Summary

The Planer Infeed Forklift operator has the responsibility of unloading the kiln and keeping the planer supplied with loads of rough lumber. Additional duties include keeping the area on the outfeed of the kilns neat and orderly. The Planer Infeed Forklift operator should help the floor forklift operator as needed and time allows. Always maintain three points of contact when getting on or off the forklift.

## Job Tasks

### Employee Priorities

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

### Job Priorities

- Keep Planer Supplied with loads.
- Unloading the kilns.
- Operators are responsible for performing a pre shift inspection before operating forklift. (If there is any damage or mechanical problems, management should be notified, and the forklift should not be operated until it is repaired).
- Store any units not needed in designated area.
- Keep dunnage, Stickers Carts empty.
- Drive and move around workspace at a safe pace.
- Stack units 3 high and carry no more than 2 units at a time.

### When Traveling with Empty Load

- Travel with the forks slightly raised off the ground.
- Travel with the forks in front of you when traveling downhill if unloaded and in reverse if loaded.

### When Traveling with Weighted Load

- Make sure forks are spaced as far as load permits.
- Loads should be evenly and securely stacked.
- Avoid any sudden stops, starts, turns or changes in direction.
- Never exceed rated capacity of forklift.
- Drive backwards when carrying double loads that block forward vision.

## Physical Job Demands

This job is a Low impact job. Job involves Climbing on and off the forklift throughout the day (always have three points of contact when entering and exiting the forklift). Operator must be able to bend/stoop, twist and turn while driving and unplugging upsets as needed unless otherwise told by your supervisor.

## Mental Challenges

- Know what species and size you are running.

- Keep in touch with the leadman in the planer to find out what type of loads he wants to run.
- Maintain focus on job task.
- Always look behind you when backing up.
- Work as a team.
- Pay Attention to surroundings to avoid hazards affecting yourself and others.
- Must have flexibility and foresight to adjust to the flow of work.

## Job Duties

- Perform the work in a way that will ensure your personal safety and those around you. Follow task-based lockout procedures when in harm's way.
- Be able to differentiate and separate loads according to dimension.
- Keep your work area clean and free of trip hazards.
- Know how to operate a fire extinguisher and know your building's fire evacuation plan.
- When planer is down, clean up.

## Essential Job Functions

- Must know and understand Lockout/Tag out procedures.
- Must be able to keep pace with production.
- Must be certified to drive forklift. (Trained)
- Must know how to separate species of wood.
- Make sure all wood is in its designated area.

## Quality Control

- Dispose of broken boards, cross cuts, short boards, and rough ends and set others in designated area.

## Non-Routine Tasks

- Assisting with the dunnage and sticker carts.
- Assisting with upset conditions on the dunnage and sticker feed system.

## 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.
- Approved safety glasses required.
- Goggles are required when blowing debris with compressed air.
- Hearing protection required.

## Hazards

### Potential hazards associated with Planer Forklift Operator:

- Slips and falls are significant hazards - Keep walkways clear of tools, air hoses, debris, and trips hazards.
- Excessive noise.
- Cleaning with compressed air (Always wear your safety goggles).
- Blowing sawdust or bark dust (wear a dust mask if appropriate).
- Splinters/Slivers from wood (infection).
- Strains and sprains of upper extremities and lower back.
- Watch for others entering your forklift area.

## Behavior-Based Safety

Our safety processes at SDS Lumber were developed by 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 pointers from your co-workers:

- If for any reason, you must put yourself in harm's way, LOCK IT OUT!
- Your Safety is your responsibility!
- 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.
- 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 exhaustion.
- 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 and be able to avoid putting themselves in harms way. 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.

## **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 lunchroom or by asking your supervisor, here is a list of some of the chemicals you may come in contact with:

- Grease
- Diesel
- Motor oil
- Coolant
- DEF
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If you have any questions regarding chemical safety, ask your supervisor or Company Safety Manager. We want you to know everything you need to know to safely work with chemicals.

## **Emergency Response**

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

## **Operator Controls**

Take a few minutes to familiarize yourself with the operating controls. 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 basic operator positions. 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!

## Back Safety

The following principles should be followed when lifting: squat down, don't bend or twist, keep the feet in a wide base of support, keep the object as close to the body as possible, keep the back in its normal curve and lift with the legs. Remember to lower objects in the same manner.

## Personal Accountability and Job Profile Review

I, \_\_\_\_\_, have received and read the job profile for Planer Infeed Forklift operator. 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.

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*Signature*

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*Date*