

Treeline Inc.

Job Description

Job Title: Sawyer / Band Saw Operator

Reports To: Wood Yard Manager

Safety Sensitive: Yes

Prepared Date: March 23, 2016

FLSA Status: Non-Exempt

Position Summary:

Operates a lumber band saw to cut planks, timbers, or boards for maximum value recovery by following daily cutting orders and achieving proper levels of yield.

Essential Duties and Responsibilities:

- Contribute to developing and maintaining a safe working environment.
- Contribute to safety meetings and risk assessment discussions.
- Recognize hazards and manage them effectively.
- Maintain personal safety and watches out for the safety of others.
- Accept and appreciate fellow team member's watching out for your safety and offering suggestions or advice.
- Watch out for fellow team member's safety at all times and be willing to assist and make suggestions.
- Comply with all OSHA safety guidelines.
- Communicate with team members and customers in a positive and collaborative manner, both effectively and tactfully in person, on the telephone, and via two-way radio.
- Consistently maintain a positive and problem-solving attitude.
- Understand and adhere to Treeline's employment handbook.
- Perform daily safety and maintenance checks.
- Acknowledge and report any defect or safety issues to supervisor immediately. Make corrections asap.
- Know and use proper LOTO procedures.
- Perform proper routine maintenance.
- Maintain good housekeeping of work area.
- Perform other duties safely as may be assigned.
- Cross train in other positions as deemed appropriate by supervisor.
- Responsible for gathering materials needed to perform job according to requirements.
- Read cut sheets to determine the amount, size, and grade of material that needs cut.
- Set up machines properly to ensure accuracy of cuts are made.
- Identify improperly cut lumber immediately and makes necessary corrections.
- Ensure a quality product that meets customer specs is produced.
- Maintain inventory by providing an accurate count of products.
- Meet daily, weekly, and team-related production goals.

Education Requirements:

- High school diploma or GED
- Current Valid Driver's License

Experience/Skills:

- Take orders, instructions, and guidance from supervisors and management.
- Apply knowledge of mechanical functioning of various components on the equipment, and make necessary repairs related to the equipment as these problems occur.

- Perform these jobs on an individual basis as well as being able to work with others in group situations.
- Work with wrenches and/or tools as described earlier in all of the above circumstances.
- Do various jobs utilizing proper body mechanics.
- Perform the jobs required to repair equipment according to all regulations and specifications.
- Comply with all company safety related rules. Work with safety related equipment to perform your duties.
- Always make sure that the equipment being worked on is made safe for oneself and other employees before performing any work related tasks.

Physical Demands:

- Regularly required to use hands and fingers to handle, feel or operate objects, tools or controls, and reach with hands and arms.
- Remain sitting for prolonged periods of time.
- Required to lift up to 50 pounds.
- Required to bend, sit, stand, and stoop for periods during normal job duties as required.
- Demonstrate visual and auditory acuity in order to safely operate equipment.
- Climbing in and out of machine.
- Possess manual dexterity and the ability to do repetitious work.
- Work on various equipment in varying positions, either crawling under and/or laying on their back, on top of, or on a wheeled unit for various lengths of time.
- Ability to work in inclement weather conditions.

Work Environment:

- Time will be spent both outside and inside.
- The operator is subjected to severe exposure of slippery surfaces, such as icy and muddy conditions.
- The noise level is usually loud but, within acceptable ranges.
- The operator must wear Personal Protective Equipment (PPE), such as hard-hat, safety glasses, hearing protection, steel toed work boots, and safety vest.

Employee Acknowledgement:

I have received a copy of this job description, have read and understand it and will complete all assigned duties and responsibilities. I recognize that the company reserves the right to modify this job description and that I will be informed of any and all modifications prior to their effective date.

Employee Signature

Date

Supervisor Signature

Date

HR Specialist Signature

Date

Treeline Inc.

Job Safety Analysis (JSA)

Job Title: Sawyer/Drill Operator/Assembler

Reports To: Woodyard Manager

Prepared Date: November 1, 2016

Location: Sawmill/Woodyard

Required and/or recommended personal protective equipment when applicable:

- Work Gloves
- Steel toed boots
- Safety glasses
- Hard Hat
- Hi-Vis vest/shirt
- Hearing Protection
- Ice Tracks
- Rain Gear
- Thermal Gear

Basic Job Steps:

1. Moving logs to the log deck by forklift.
2. Moving logs through the saw process and onto the out-feed deck.
3. Moving the slabs to a storage pile.
4. Moving the cants to the drill deck and arranging into mats.
5. Operating the drill.
6. Bolting the mats.
7. Moving the mats to storage piles.
8. Operating forklift throughout the day and loading trailers.
9. Cleaning work area.
10. Climbing in and out of equipment.
11. Cutting material with chain saw.

Potential Hazards:

1. **Moving logs to the log deck.**
 - a) Hitting someone or something with the log/machine.
 - b) Logs could slide off the forks.
2. **Moving logs through the saw process and onto the out-feed deck.**
 - a) Slabs may get stuck in the conveyor.
 - b) Pinched fingers or hand.
3. **Moving the slabs to a storage pile.**
 - a) Pinched fingers or hand.
 - b) Back pain, stiff shoulders, and neck.
 - c) Dropping item on feet.
 - d) Slabs could slide off forks.
4. **Moving the cants to the drill deck and arranging into mats.**
 - a) Pinched fingers or hand.
 - b) Back pain, stiff shoulders, and neck.
 - c) Poking holes in the timbers with forks.
 - d) Dropping item on feet.
 - e) Cants could slide off forks.
5. **Operating the drill.**
 - a) Slip, trip, fall.
 - b) Clothing caught on or in Machinery
 - c) Mashed fingers, cuts
 - d) Sawdust in the eyes
 - e) Drill can bind
 - f) When using the reverse free bit it could hit the handle
 - g) Straining the drill motor/bit
6. **Cleaning work area.**
 - a) Slip, trip, fall.

- b) Clothing caught on or in machinery.
- c) Mashed fingers, cuts
- d) Sawdust in the eyes
- 7. **Bolting the mats.**
 - a) Gun noise can cause hearing damage.
 - b) Could get cut on the rods.
- 8. **Moving the mats to storage piles.**
 - a) Back pain, stiff shoulders, and neck.
 - b) Hitting someone or something with the timber.
 - c) Dropping item on feet
 - d) Poking holes in the timbers with forks
 - e) Mats could tip over
 - f) Timbers could slide off the forks if slippery ice/snow conditions
- 9. **Operating forklift throughout the day and loading trailers.**
 - a) Running into someone
 - b) Damaging self or property
 - c) Someone running in to you
 - d) Poking holes in the mats
- 10. **Climbing in and out of equipment.**
 - a) Slip, trip, fall
 - b) Clothing caught on or in machinery
- 11. **Cutting material with chainsaw.**
 - a) Chain saw kick back
 - b) Woodchip in the eyes
 - c) Cutting a body part

Recommended Action or Procedure:

- 1. **Moving Logs to the log deck.**
 - a) Always observe surroundings while operating forklift.
 - b) Watch and double check for any traffic.
 - c) Line up straight with the deck.
 - a) Operate machine extra cautiously until you are comfortable with controls.
 - d) Clean off snow and ice.
 - e) Always stay on the uphill side when turning a log.
- 2. **Moving logs through the saw process and onto the out-feed deck.**
 - a) Clean conveyor by hand with caution.
 - b) Make sure the blade is off and saw head up and away from operator
- 3. **Moving the slabs to a storage pile.**
 - a) Always wear gloves.
 - b) Use Proper lifting techniques (lift with legs, bend knees when setting down)
 - c) Position the forks at proper height.
 - d) Use forklift as much as possible and to your advantage.
 - e) Ask for assistance when necessary.
- 4. **Moving the cants to the drill deck and arranging into mats.**
 - a) Always wear gloves.
 - b) Use Proper lifting techniques (lift with legs, bend knees when setting down)
 - c) Position the forks at proper height.
 - d) Use forklift as much as possible and to your advantage.
 - e) Ask for assistance when necessary.
 - f) Watch for any traffic.
 - g) Clean off snow and ice.
 - h) Line up straight with the deck.

5. **Operating the drill.**
 - a) Be sure the drill is level
 - b) Don't stand behind the drill, let it do the work.
 - c) Clean up any oil from the bit and any cords that might be in the way.
 - d) Don't wear loose clothing
 - e) Wear gloves always
 - f) Wear safety glasses always
 - g) Make sure drill/person isn't hit by the handle by moving the handle in proper position
 - h) Listen for odd motor sounds and clean out chips often.
 - i) Don't force the drill bit
 - j) Clean hole out often
6. **Cleaning work area.**
 - a) Keep work area clean of debris
 - b) Don't wear loose clothing
 - c) Wear gloves always
 - d) Wear safety glasses always
 - e) Keep drill covered when not in use.
 - f) Tag out machine during cleaning
 - g) Wear cut proof gloves when handling the blades.
7. **Bolting the mats.**
 - a) Wear hearing protection.
 - b) Wear cut proof gloves.
8. **Moving the mats to storage piles.**
 - a) Always use the forklift or wheel loader when coming mats.
 - b) Ask for assistance when necessary.
 - c) Clean off snow and ice.
 - d) Always observe surroundings while operating forklift.
 - e) Line up straight with the deck.
 - f) Watch for any traffic.
 - g) Work extra cautiously until you are comfortable with the machine.
 - h) Always wear gloves and use caution.
 - i) Double stack mats no more than 10 high hardwood and 6 high on 12" Hemlock and always place on skids and on level ground.
9. **Operating forklift throughout the day & loading mats on the trailers.**
 - a) Be alert at all times and observe at all times and look twice before moving
 - b) Hands free communication
 - c) Leaving the lights on even in the daytime
 - d) Have the driver of the truck being loaded stay in cab at all times or go in a designated spot
 - e) Line up the forks so you can see and have them slightly bent downward
10. **Climbing in and out of equipment.**
 - a) Observe the area for slipping
 - b) Three points of contact
 - c) Don't wear loose clothing
 - d) Wear PPE; bright colors
 - e) Use ice tracks when walking in the wintertime
11. **Cutting material with a chainsaw.**
 - a) Wear chaps
 - b) Wear face shield
 - c) Be cautious at all times
 - d) Always use the safety lever

Comments/Additions/Has a new hazard come up?

Employee Signature

Date

Supervisor Signature

Date

HR Specialist Signature

Date