

Box Plant New Hire Checklist

A FRAMEWORK FOR TRAINING NEW BOX PLANT EMPLOYEES

This framework was developed to complement company onboarding playbooks. The checklist can be used as a guideline for what should be addressed in phase 1 training of new box plant employees prior to working on a machine.

1 General Training

Employees should receive basic training that covers company safety procedures (spotting, preventing and reporting risks and hazards in the workplace), lean manufacturing (minimizing waste and how to optimize efficiency), and quality control (procedures and inspection techniques). This training should also cover state and national regulations and standards including:

- Control of Hazardous Energy (Lockout/Tagout) Training** - OSHA requires this important training for manufacturing so that employees know how to disable and turn off equipment powered by gas, electricity, or other potentially hazardous energy.
- Personal Protective Equipment** – PPE is equipment worn to minimize exposure to hazards that cause serious workplace injuries and illnesses. Training should be given to ensure its proper use according to OSHA regulations. Training on related topics such as hearing conservation, respiratory protection and fall protection should also be included.
- Hazmat (if applicable)** – Any employee involved in hazardous materials packaging should receive training of general awareness of the hazmat regulations, function-specific training and recommendations for safety and security awareness training solutions. The Fibre Box Association (FBA) has made a comprehensive Hazardous Materials Packaging Training Program available for purchase [here](#).

2 Site-Specific Training

Site-specific training will ensure employees know the plant floor and are prepared in case of emergency. Proper team member training will result in a better understanding of the box plant operation, and fewer and less severe team member injuries and less damage to your facility and equipment during emergencies.

3 Machine Specific Training

A blended learning approach including actual demonstration and written information on particular machinery and procedures works best to prepare the employee to do their job.



4 Machine Specific Lockout/Tagout Training

Specific lockout/tagout training on the machine the employee will be working on is essential in the case of an emergency or accident, but also in preparing to inspect, clean, or do maintenance. Training in proper lockout/tagout (LOTO) practices and procedures for their specific machine can safeguard workers.

5 Lean Manufacturing

Lean manufacturing focuses on delivering the highest quality product while eliminating as much waste as possible. Waste, in this sense, means anything that does not add value in terms of transport, inventory, motion, waiting, over-processing, overproduction, or defects. Lean manufacturing training demonstrates ways employees can accomplish this in their jobs.