

MILLER[®]

EST.



1890

PAINT

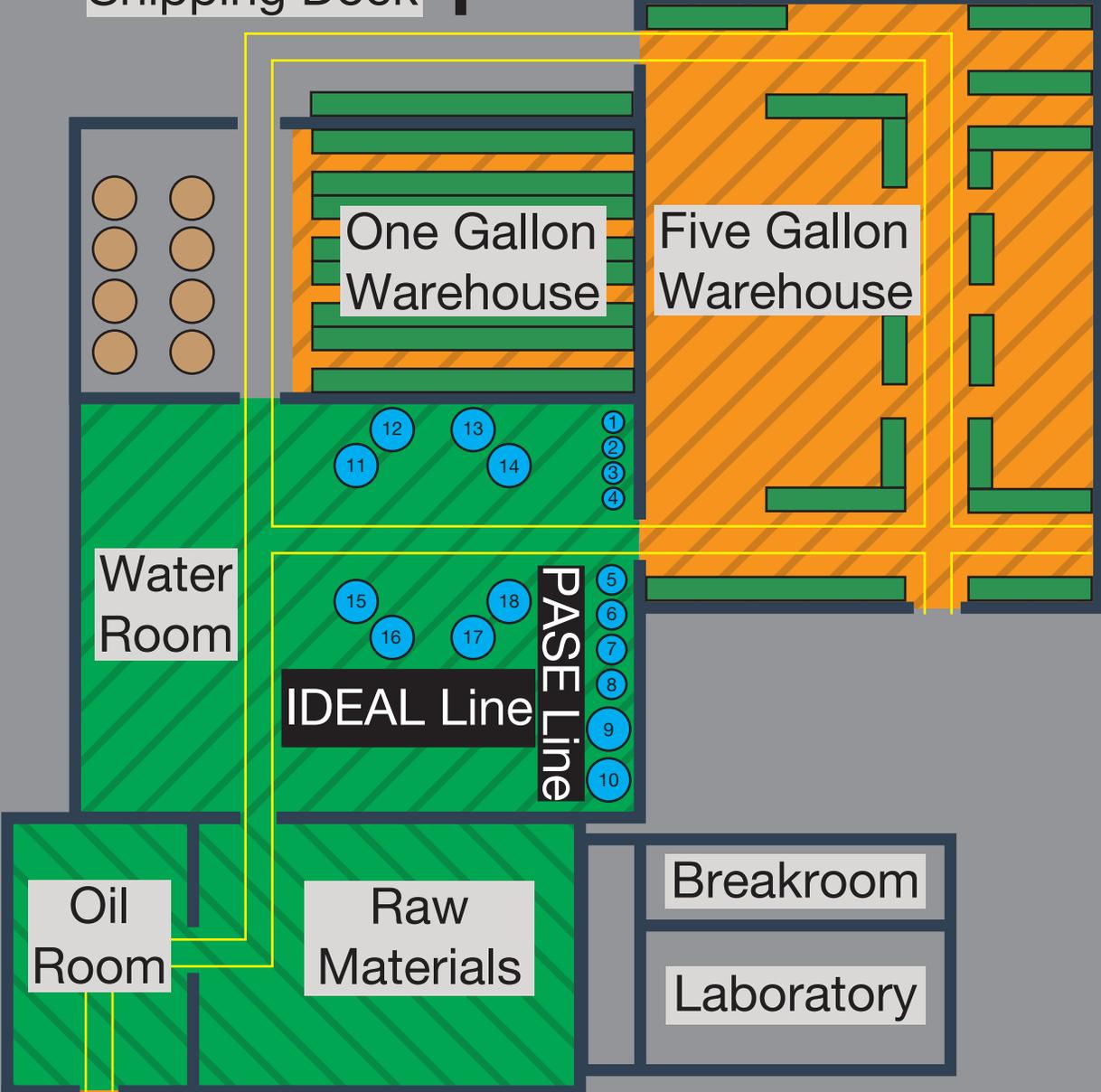
Made Here. For Here.

Canning Training Binder



Parking Lot & Shipping Dock ↑

Corporate Offices Above Five Gallon Warehouse



Key

- || - Forklift Path
- - Mixing Tanks with Tank Number
- ⊗ - Canning Machines
- Production Dept. (Green hatched)
- Shipping Dept. (Orange hatched)
- - Storage Rack
- - Storage Tanks

Parking Lot & Receiving Dock ↓

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1.1: Training Expectations

Goal: Establish expectations for a successful employee

Welcome to Miller Paint Company! Made Here. For Here.

Since 1890 Miller Paint has delivered premium paint formulated for the Pacific Northwest. Miller Paint is employee owned & operated.

We believe in a culture of:

YES we can do it
IF we work together

**News Makers,
Not Reporters**

At Miller Paint we want people who make things happen!

When the company wins, the employees win.

A successful Miller Paint employee will:

See a challenge and say YES we can, IF we work together.

Be a NEWS MAKER, not just a REPORTER.

Have a positive attitude and ask questions.

1.2: Job Overview



Goal: Understand the duties of a canner

A canner is responsible for handling, transporting, and filling 1 and 5 gallon buckets with Miller Paint.

Over time, the duties for a canner will expand to include labelling buckets, setting up, cleaning out, and operating the canning machinery.

All canners start by stacking finished buckets coming off the production lines.

After the buckets are taken off the line and either stacked or palletized, a canner moves them to the appropriate storage location.

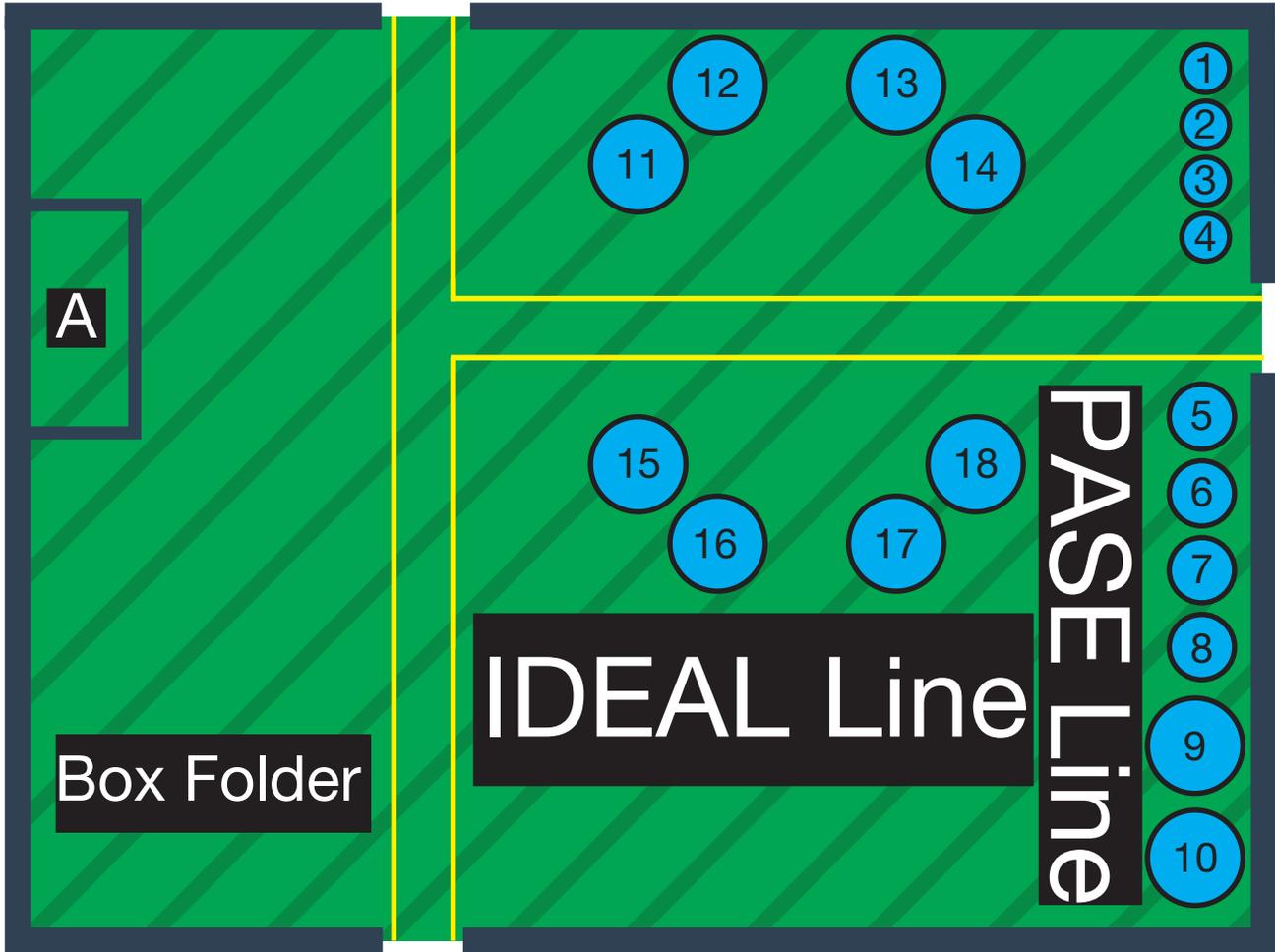
Once the buckets are moved to the storage location, the shipping team can pick them to ship out to Miller Paint stores.

Training materials for the various jobs mentioned can be found later in this binder.



1.3: Work Area Layout

Goal: Understand the work area for a canner



A Office & Supply Closet

Key

- Forklift Path
- Equipment & Point of Interest
- Mixing Tanks with Tank Number

Production Dept.

1.4: Safety



Goal: Establish safety awareness for canners

Hearing Safety:

The production department houses equipment that is very loud when it is operating.

Wear earplugs at all times while in the production department.

Lifting Safety:

Canners are required to lift heavy objects during their shift. Use proper lifting form moving buckets, hoses, or anything else heavy.

Use a team lift when moving the 3-inch hoses for the IDEAL line.

Material Handling Safety:

Forklifts regularly move through the production department.

Check for forklifts whenever crossing a forklift path or at any blind spot.

Always check for pedestrians in the movement path when using a pallet jack to move pallets.

Safety is our greatest value and it starts with YOU.



2.1: 5 Gallon Stacking

Goal: Safely stack and move
5 gallon buckets

SAFETY ALERT

- ▶ 5 gallon buckets of paint are **HEAVY**.
- ▶ A full 5 gallon bucket weighs between 35 to 65 pounds.
- ▶ Proper technique to lift, stack, and move the buckets **MUST BE USED AT ALL TIMES**.
- ▶ Follow these instructions and report any unsafe conditions to your supervisor **IMMEDIATELY**.
- ▶ Your safety is our greatest value and it starts with **YOU!**

Lifting

Proper Lifting Techniques:

Lift comfortably

Avoid unnecessary bending

Avoid unnecessary twisting

Keep objects close to the body

Use an aid for excessive weights

Lift gradually



2.1: 5 Gallon Stacking



Proper Stacking Technique

Firmly grasp the handle or rim
(see right)

Perform a quality check (see below)
on each bucket making sure that:

- Labels and handles face you
- No paint splatters on the labels
- Lids are evenly seated

Following proper lifting techniques
make stacks four (4) buckets high



Quality Check Details

Label and handle
facing stacker



Label is free of
paint splatters



Lid is evenly
seated all the
way around

2.1: 5 Gallon Stacking

Proper Moving Technique



1. Tilt

Tilt stack away to make gap for blade



2. Slide

Slide hand-truck blade under stack



3. Brace

Brace foot against axle, hand over top



4. Grab

With hand on top, tilt back to lift



5. Roll

Roll stack carefully

SAFETY ALERT

- ▶ Move stack at walking speed
- ▶ Check for forklifts at intersections and blindspots
- ▶ NEVER grab for falling buckets.
- ▶ Spills are ALWAYS better than injuries

2.1: 5 Gallon Stacking



Storing Buckets

Check with supervisor for storage location

Roll stack to storage location

Place stack tightly against other stacks (see detail)

Storing Buckets Detail

Good Storage

Rows are even and straight



Buckets are flush against other stacks



2.1: 5 Gallon Stacking

Storing Buckets (continued)

Poor Storage

Uneven Rows

Rows should be even and straight



Large gaps between stacks

Rows with large gaps means fewer buckets can fit in an area



Handle Placement

Handles must face forward so they don't catch



2.2: Labeling



Goal: Learn the duties of a labeler

SAFETY ALERT

- ▶ **Labeler contains moving parts when operating**
- ▶ **Follow warnings on labeler to avoid long sleeves, long hair, jewelry, etc. that could become caught in the machine**
- ▶ **Labeler contains hot glue, use caution when filling the glue reservoir**
- ▶ **Your safety is our greatest value and it starts with YOU!**

Job Description

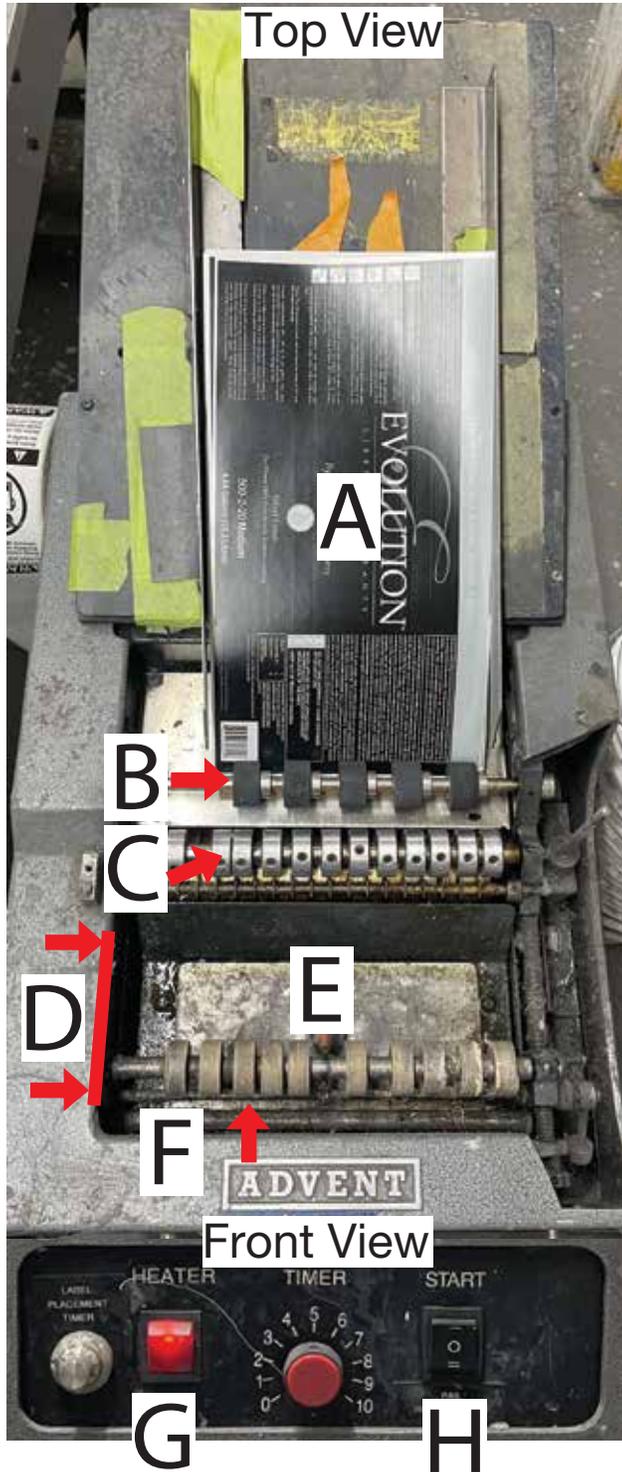
The labeler on the IDEAL canning line is responsible for 3 tasks:

1. Counting out the buckets required for the batch. This information can be found on the Batch Ticket or by asking the machine operator.
2. Labeling all buckets for the batch with evenly centered labels that do not cover hazard warnings.
3. Feeding labeled buckets onto the conveyor to ensure a steady flow of buckets to the canning machine.



2.2: Labelling

Machine Layout



A: Label Chute

B: Label Rollers

C: Glue Rollers

D: Bucket Stop

E: Glue Reservoir

F: Bucket Rollers

G: Heater Switch

H: Start Switch

2.2: Labeling



Start of Day Procedure

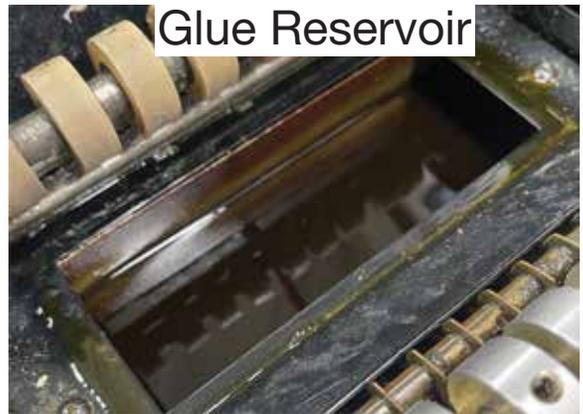
1. At start of day ensure glue heater switch (G) is ON.

This switch should never be turned to OFF. If the glue solidifies overnight it takes over an hour to fully melt to a usable state.

2. Check glue reservoir (E):

The level of melted glue in the reservoir should be maintained at 1/8 to 1/2 inch below lip.

Additional glue packets can be found on the labeler cart. Solid glue is added directly to the reservoir. Do not wait until the reservoir is empty to add more.



SAFETY ALERT
The glue reservoir is HOT.
Use gloves or pliers to lift cover.

3. Brush glue rollers (C)

The glue from the previous day can dry on the rollers.

Before operating, brush a small amount of paint thinner on the glue rollers and allow to evaporate. The thinner and brush are on the labeling cart.



2.2: Labeling

Counting Buckets

Labelers must count buckets before labeling.

This ensures accuracy for the final count and reduces waste.

5 gallon buckets come on pallets of 320 buckets.

A typical batch of 5 gallon buckets will be between 280 and 380 buckets.

The total number of buckets required for a batch can be found on the Batch Ticket or by asking the canning machine operator.

Buckets must be taken off the pallets to be counted.

Buckets are palletized in stacks of 20 with 16 stacks to a pallet. For ease of counting and access split the stacks in half, making stacks of 10 buckets.

After taking the required number of buckets off the pallet, double check that the count matches the required total for the batch.

Placeholder for image of sealed pallet of buckets

Placeholder for image of downstacked buckets after counting

2.2: Labeling



Labeler Operation

To set up the labeler:

1. Ensure start of day procedure is complete.

Ensure the heater switch (G) is set to ON, glue reservoir (E) is hot, and glue rollers (C) have been cleaned.

SAFETY ALERT
The glue reservoir is **HOT**.
Use gloves or pliers to lift cover.

2. Place label in feed chute (A)

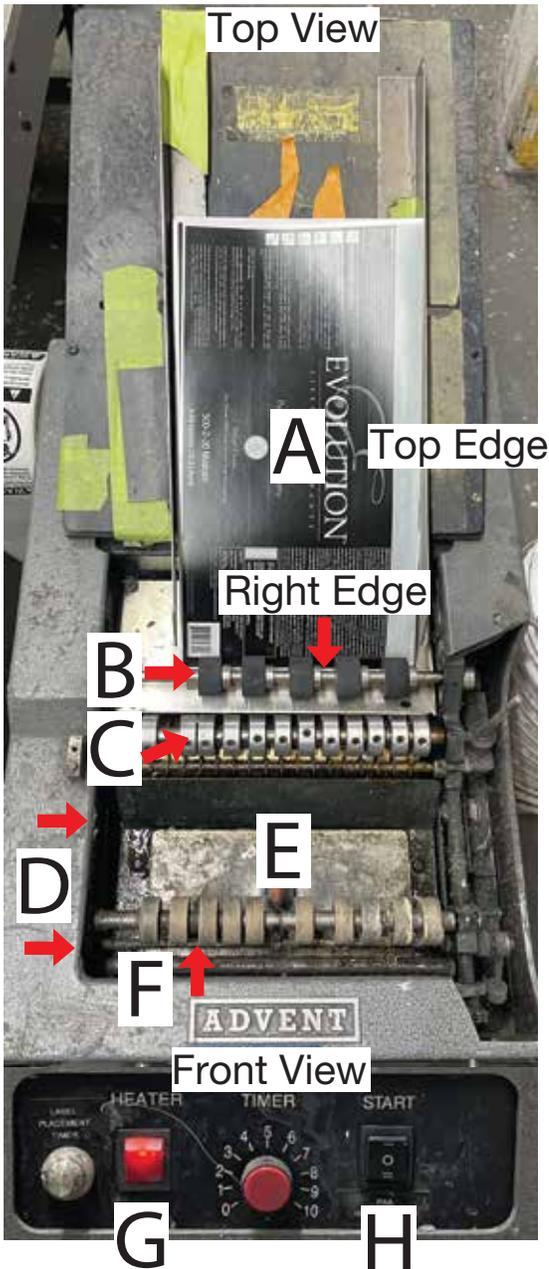
The top edge of the label should be on the operator's RIGHT.

The right edge of the label should feed into label rollers (B).

The leading edge of the label should line up with the edge of the cardboard guide beneath.

3. Set Start switch (H) to II

This switch determines when the label rollers (B) begin feeding the label over the glue rollers (C).



If the start switch is set to I the labels will cover the gold embossed hazard warning.



2.2: Labelling

Labeller Operation (continued)



1. Place

Place bucket at 45° angle against bucket stop, handles parallel to floor, warning label facing away.



2. Lower

Lower the bucket to rest on the bucket rollers. The bucket will begin to rotate towards operator.



3. Guide

Keep a hand lightly on the handle to keep the bucket in place as it completes one full rotation.



4. Spin

On the second rotation the label will be drawn over the glue rollers and onto the bucket.



5. Lift

After the label is applied to the bucket, remove it from the machine.

SAFETY ALERT

Moving parts when in use.

Follow warnings, avoid jewelry, long hair, or long sleeves which may become caught in machine

2.2: Labeling



Feeding Buckets

Labeled buckets are placed on conveyor:

Place labeled buckets on conveyor to labelers left.

Ensure handles and labels are facing labeler.

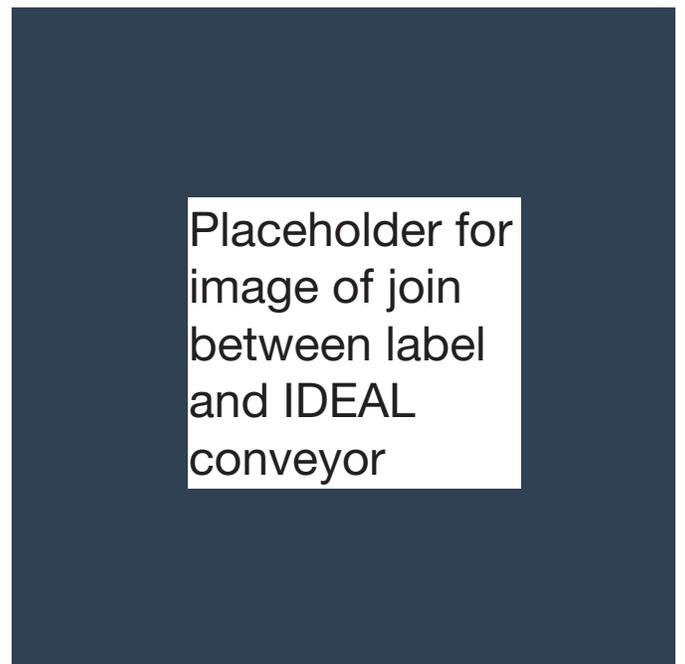
Ensure conveyor is kept stocked with buckets to keep production line running smoothly.



Watch for stuck buckets.

Where the labeling conveyor and IDEAL canning machine conveyor meet, buckets often get stuck.

It is both the machine operator and the labeler's duty to keep the line moving.



2.2: Labeling

Label Examples

Good Labels:

Windmill emblem is centered underneath handle.



Small gap between edge of label and gold embossed hazard warning.

Placeholder for image of good label placement relative to the baby

Label is evenly positioned with respect to bucket rim.

Placeholder for image of bucket to show good vertical placement

2.2: Labeling



Label Examples (continued)

Poor Labels:

Windmill emblem is off center and does not fall underneath handle.



Label covers gold embossed hazard warning.



Label is not evenly positioned with respect to bucket rim.

