

Author	Status	Effective Date
Michael Boblit	Final	9/21/2022

1.0 Purpose

To ensure that all personnel know how to move a tub with a forklift correctly, consistently, and safely to achieve a quality outcome through uniform performance. Any deviations from the procedures could affect the safety of our employees or the integrity of our products. ***Never move or lift a tub that is not properly secured. You, or someone you work near could be seriously injured.***

2.0 Scope

This document covers the standard procedures to be followed for employees in the packaging department when moving tubs with a forklift. By following the instructions, the workload will be completed accurately, consistently, and safely. These standard operating procedures are intended to meet and comply with the Gemini Coatings Operational Plan. ***If you do not fully understand what you are doing, consult your immediate supervisor for further direction.***

3.0 Safety



***Absolutely NO Electronic Devices in the Hazardous Environments. (Production, Fill-Off, TWP Room)**

***Absolutely NO use of headphones, ear buds, etc. inside the Warehouse and/or Hazardous Environments.**

4.0 Properly Transporting Tubs With A Forklift

- 4.1 Identify where your tub is located via the ROSS board in FILL-OFF and Outside of the QC lab.
- 4.2 Once you identify where you tub is located you must following these steps before moving the forklift or tub.
 - 4.2.1 Turn down the speed on the mixer.
 - 4.2.2 Once blade slows down, stop the mixer from operating.
 - 4.2.3 After the blade **COMPLETELY** stops, raise the mixer blade to be barely above the product.

- 4.2.4 Turn the mixer on **VERY SLOWLY** to get the residual off the blade.
 - 4.2.5 Press "Stop" once you feel the blade is clean enough to raise the blade completely.
 - 4.2.6 Raise the blade completely out of the product and above the tub cover.
 - 4.2.7 Disconnect the ground cable and hang the cable on the grounding system hook.
- 4.3 **After the blade is raised out of the product**
- 4.3.1 Verify whether your tub has a center drain or a side drain. If the tub you are moving has a center drain, you will need to approach the tub from the opposite side of the outlet. Always approach the tub with the discharge valve facing away from the forklift.
 - 4.3.2 Adjust the width of your forks to accommodate the width of the tub as needed to support it. Do not place the forks outside of the casters. Bumps or sudden movements could jar the tubs loose and fall.
 - 4.3.3 Approach the tub with your forklift slowly.
 - 4.3.4 Drive your forks to be completely under the tub and tilt your forklift back.
 - 4.3.5 Raise your forks enough to touch the tub and back away from the mixer.
 - 4.3.6 Once clear from the mixer blade, engage your parking brake on the forklift and get off.
 - 4.3.7 Locate a chain with hooks to secure the tub to the lift. The chain will generally be behind or beside the seat on a production forklift.
 - 4.3.8 With the tub snug against the mast of the forklift, run the chain around the mast and hook the chain to the forklift mast.
 - 4.3.9 Repeat this process on the opposite side being sure to draw the slack from the chain before hooking the chain back to itself. See the photo below as a demonstration. ***Do not proceed until you are certain that the chain and tub are secure.***



4.3.10 Move the tub to the desired location slowly and carefully. Ensure that your surroundings are safe to proceed.

5.0 References

Reference	Title
1	None