



## **Roles and Responsibilities Block Plant Forklift Operator**

- Philosophy:** The Plant Forklift Operator is primarily responsible for loading and unloading block racks on and off of the rack conveyor. He must do this in a safe and expeditious manner, carefully adhering to both plant and yard safety practices. He is an integral part of the block manufacturing team and assists in the maintenance and housekeeping of both the block plant and storage yard if asked to.
- Safety:** Personal Protective Equipment. The Forklift Operator always wears the appropriate safety equipment, including hardhat, steel-toe boots, safety glasses, and hearing protection, where applicable.  
Daily Equipment Inspections. The Forklift Operator thoroughly performs required daily equipment inspections on the forklift and other equipment to prevent mechanical problems that could result in a safety incident. He completes and turns in a daily equipment inspection report for the forklift.  
Deadlined Equipment. The Forklift Operator will not, under any circumstances, operate a forklift or any other piece of equipment that is mechanically unsafe. Additionally, he will never operate equipment at excessive speeds or in any other unsafe manner.  
Alertness in the plant. The Forklift Operator is continuously alert and watchful of potential hazards and should report any unsafe behaviors he witnesses.
- Quality:** Product Quality. The Plant Forklift Operator is responsible for loading and unloading block racks in a safe and careful manner as to not bump, drop, use excessive speed or any other inappropriate motions that may cause damage to the produced product.
- Efficiency:** Safe and Effective Material Handling. The Plant Forklift Operator loads and unloads the kilns in a way that is both safe and maximizes production by keeping up with the demand of the manufacturing equipment without causing breakage.
- Customer Service:** Customer Focused. As with all other employees, the Forklift Operator must be courteous and professional at all times when interacting with customers.
- Appearance:** Personal. The Forklift Operator is always dressed in accordance with company policy, and is in good mental and physical condition.



Forklift. The Forklift Operator keeps all equipment for which he is responsible both clean and properly maintained, and reports any deficiencies to the plant manager,

Block Plant. The Forklift Operator assists with the cleaning and maintenance of the block plant as requested and directed by the Block Plant Manager.