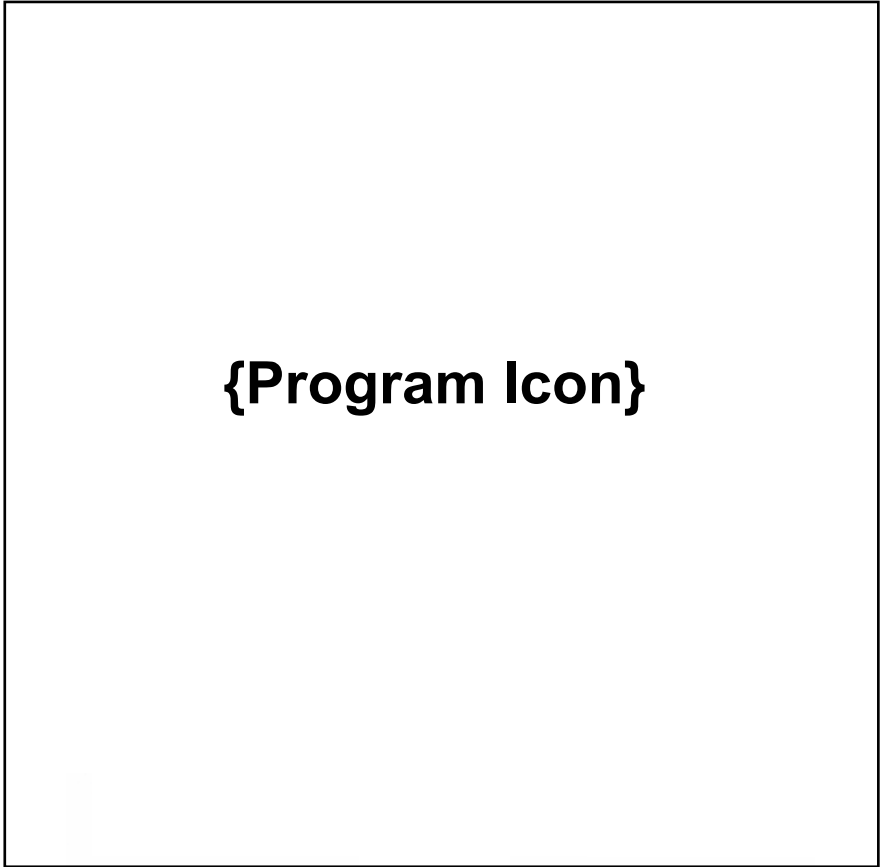




Name	
Start Date	
Shift / Area	
Employee #	



{Job Position} {Program Name}

Training Profile

Employee Information - All About You

ALL ABOUT YOU	
Name:	_____
Address:	_____
City, State, Zip	_____
Phone Number:	() _____
Hire Date:	____/____/____
Emergency Contact:	
Name:	_____
Phone Number:	() _____
EDUCATION	
Highest Education Level Achieved (Circle Most Appropriate):	HS Diploma Tech School Associates Bachelors Masters Masters +
Degrees / Certifications:	_____
Are you currently attending school?	YES NO
School Name Currently Attending:	_____
Course of Study:	_____
HOBBIES / INTERESTS	
When not working at {Company Name} or attending school, what are your interests or hobbies?	_____ _____ _____
WHY {Company Name}?	
Why did you come to work at {Company Name}?	_____ _____
Do you have family or friends who work at {Company Name}?	_____ _____
What are your expectations of this job?	_____ _____
What are your strengths?	_____ _____
How do you like to learn? (Circle all that apply)	Hands-on activities Reading Listening to a speaker Using a computer

Safety and Attendance Commitment

Your Personal Safety Commitment

As a new {Company Name} employee it is critical that you understand how important safety is to {Company Name}. You will be trained on the proper methods that allow you to work safely in every aspect of your job. Your responsibility is to follow and abide by those methods every day to keep yourself and others from being injured. Your responsibility is also to learn the methods so you can correctly answer questions that test your depth of knowledge.

By signing this form, I understand that I will be held responsible to work safely and I give my commitment to follow the methods and procedures I am taught and instructed on. I also understand that I will be regularly tested on the safety methods and expected to know the proper responses.

Day 1 Employee: _____

Trainer: _____

Day 5 Employee: _____

Trainer: _____

Day 15 Employee: _____

Trainer: _____

Day 30 Employee: _____

Trainer: _____

The Importance of Attendance

As a {Company Name} employee, you are expected to report to work on time every day you are scheduled to work. Failure to do so will jeopardize your employment. Your job, the job you applied for and accepted, is a five day a week job. It requires you to arrive before your start time; both physically and mentally prepared to perform your assigned duties. Coming in late, even a minute late, may result in you forfeiting your opportunity to work.

By signing this form, I understand that if I do not report to work at my scheduled start time every day, I risk being sent home or terminated from my employment. I acknowledge that {Company Name} depends on me and expects me to be on time and ready to work every day. I give my commitment to come to work on time every day I am scheduled to work.

Day 1 Employee: _____

Trainer: _____

Day 5 Employee: _____

Trainer: _____

Day 15 Employee: _____

Trainer: _____

Day 30 Employee: _____

Trainer: _____

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Packet Completion: Trainer and Area Supervisor Plan		
Content	Day	Trainer Initials
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Safety, Quality, & Performance Progress Chart	5-30	
Methods Certification (OJS)	5	
Depth of Knowledge verbal test	6	
Provide a more detailed building tour/sort explanation Ensure employee understands how the sort works and their role	6	
Safe Work Methods (1)	Between days 5&7	
Internal and external customer conversation	7	
Methods Certification (OJS)	8 or 9	
Training Plan	9	
Depth of Knowledge verbal test	12	
Methods Certification (OJS)	14 or 15	
Your Personal Safety Commitment/The Importance of Attendance	15	
Depth of Knowledge verbal test	17	
Methods Certification (OJS)	19 or 20	
Safe Work Methods (2)	Between days 20-25	
Depth of Knowledge verbal test	26	
Seniority Approval	27 or 28	
Your Personal Safety Commitment/The Importance of Attendance	30	
Positive Contact Communication Points		
Positive Contacts	Day 1 to Day 30	

[illegible]

Daily On Area Checklist Day 1**Load On-Area Training 1 Checklist****Facility Tour**

Show participants the following and provide relevant information.

- | | | |
|--|--|---|
| ☐ Emergency Evacuation Plan board | ☐ Prohibited Hazardous Materials poster | ☐ Time clock |
| ☐ Emergency Exits | ☐ First Aid Kit | ☐ Restrooms |
| ☐ Evacuation Assembly Area(s) | ☐ Eye Wash Station | ☐ Designated break areas |
| ☐ Non-Evacuation Assembly Area(s) | ☐ Designated walk paths | |

On-Area Tour

Show participants the following items. If appropriate, show the storage location and how to use the equipment.

- | | | | |
|--|--|--|--|
| Equipment | Trailer | Labels/Packages | Conveyor Controls |
| ☐ Extendo (VHE) | ☐ Nose of trailer | ☐ Smart Label | ☐ Handrails |
| ☐ Rollers | ☐ Rear of trailer | ☐ Preload Assist Labels | ☐ Guards |
| ☐ Load stand | | ☐ Smalls | ☐ Platforms |
| ☐ Retainer bar | Loads | ☐ Irregulars | ☐ Start Button |
| ☐ Retainer strap | ☐ Package Wall | ☐ Over-70's | ☐ Emergency Shutoff |
| ☐ Tote boxes | ☐ Package Shelf | ☐ HazMat | |
| ☐ RNC bags (Smalls) | | | |

VHE Certification

Show participants how to use the Variable Height Extendo.

- ☐ Observe how to operate the Variable Height Extendo (VHE)

On-Area Activities

Observe the participant performing the following activities. Indicate "Demo", "Train", and "N/A" in the appropriate box.

Demo	Train	NA	Characteristics of a Skilled Loader
			Uses "Hand to Surface" (control of package until placed on next surface)
Demo	Train	NA	Select package
			Maintain mental picture of space available in the package wall
			Select the next package to load from one of the next five available

Training Record - {JOB POSITION}

Daily On Area Checklist Day 2

Load On-Area 2 Checklist			
VHE Certification			
Observe the participant operating the Variable Height Extendo and have them sign the certification form(s).			
☐ Explain and demonstrate how to operate the Variable Height Extendo (VHE) ☐ Sign relevant VHE certification form(s) ☐ 3050 ☐ Load 24L ☐ LOA24 ☐ _____			
On-Area Activities			
Observe the participant performing the following activities. Indicate "Demo", "Train", and "N/A" in the appropriate box.			
Demo	Train	N/A	Characteristics of a Skilled Loader
			Uses "Hand to Surface" (control of package until placed on next surface)
			Safely uses all manual & mechanical load devices
Demo	Train	N/A	Prepare to Load
			Obtain load charts
			Obtain scanner & set it up for scanning
			Logon & enter correct information
			Move to assigned work position
			Check work area for packages, overgoods, and loose labels
			Sweep floor of all empty trailers (initial lineup)
			Check trailer for leaks & holes, report problems to supervisor
			Place retainer strap in "retainer ready position"
			Position load equipment; rollers, loader 24 or 20, chutes
			Obtain load stand as dictated by conditions
Demo	Train	N/A	Select package
			Maintain mental picture of space available in the package wall
			Select the next package to load from one of the next five available
			Minimize walking by letting equipment bring the packages to you
Demo	Train	N/A	Scan (SMART Scanners)
			Scan ALL packages & smalls bags (follow "scan one, load one" method)
			Listen for tone to verify the package can be loaded
			Do not turn or position package for scanning unless necessary
			Dual loading both loaders must scan
			Be Sure. Load only those packages that you are certain belong in the load.
Demo	Train	N/A	Scan (OTHER Scanners)
			Scan ALL packages & smalls bags (follow "scan one, load one" method)
			One motion scan package & check service level
			Listen for tone, read & verify the address label
			Do not turn or position package for scanning unless necessary
			Dual loading both loaders must scan, read & load
			Be Sure. Load only those packages that you are certain belong in the load.
			Do not load packages when you are uncertain that the package belongs in the load.
Demo	Train	N/A	Building Walls
			Position label up, out towards the rear or in towards the center of trailer
			Always attempt to place opening of the box up.
			Follow orientation instructions printed on box, arrows or this side up.
			Option # 1 - Cornerstone package 18 to 24 inches in depth and 12 to 24 inches in height.
			Cornerstone loaded in left corner against previous wall. No space between package and previous wall
			Select & load cornerstone for next wall at any time while building present wall
			Option # 2 Primary Shelf - Continue bottom shelf left to right keeping front of wall nearly flush.
			Option # 3 Secondary or new shelf - If next selected package is taller than primary shelf, start new shelf.
			Option # 4 Fill empty space or level shelves - If package is shorter than primary shelf,
			Level shelves or fill empty space. Do not exceed height of shelf.
			Determine height of next shelf; consider size of available packages
			Tighten or "lock in" shelf with last package on right of the wall.
			Use of "Ts" or bridges will aid in weight distribution.
			Build at least 3 shelves per wall to avoid columns
			Option # 5 Large light for top - Save large light package for top of wall, heavier packages at bottom.
			Mid-power zone, load from back to front, filling all available space
			Use load stand to safely place packages above your power zone
			Lock in packages at top of trailer, utilizing ceiling ribs.
Demo	Train	N/A	Ten Load Quality Elements
			Cornerstone package 18 to 24 inches in depth and 12 to 24 inches in height
			Lock in each shelf on right
			Three level shelves
			Loaded back to front at mid power zone
			Natural T's no columns
			Loaded to ceiling
			Smalls containerized
			Proper irregulars and smalls placement
			Retainer in ready position or flush on wall
			No overgoods or damages

Daily On Area Checklist Day 3

Load On-Area 3 Checklist			
On-Area Activities			
Observe the participant performing the following activities. Indicate "Demo", "Train", and "N/A" in the appropriate box.			
Demo	Train	N/A	Characteristics of a Skilled Loader
			Uses "Hand to Surface" (control of package until placed on next surface)
			Alerts supervisors & others of changing conditions
			Safely uses all manual & mechanical load devices
Demo	Train	N/A	Prepare to Load
			Obtain load charts
			Obtain scanner & set it up for scanning
			Logon & enter correct information
			Move to assigned work position
			Check work area for packages, overgoods, and loose labels
			Sweep floor of all empty trailers (initial lineup)
			Check trailer for leaks & holes, report problems to supervisor
			Place retainer strap in "retainer ready position"
			Position load equipment; rollers, loader 24 or 20, chutes
			Obtain load stand as dictated by conditions
Demo	Train	N/A	Select Package
			Maintain mental picture of space available in the package wall
			Select the next package to load from one of the next five available
			Minimize walking by letting equipment bring the packages to you
Demo	Train	N/A	Scan (SMART Scanners)
			Scan ALL packages & smalls bags (follow "scan one, load one" method)
			Listen for tone to verify the package can be loaded
			Do not turn or position package for scanning unless necessary
			Dual loading both loaders must scan
			Be Sure. Load only those packages that you are certain belong in the load.
Demo	Train	N/A	Scan (OTHER Scanners)
			Scan ALL packages & smalls bags (follow "scan one, load one" method)
			One motion scan package & check service level
			Listen for tone, read & verify the address label
			Do not turn or position package for scanning unless necessary
			Dual loading both loaders must scan, read & load
			Be Sure. Load only those packages that you are certain belong in the load.
			Do not load packages when you are uncertain that the package belongs in the load.
Demo	Train	N/A	Building Walls
			Maintain 2-foot walk aisle between the face of the wall and end of load device when standing on floor.
			Position label up, out towards the rear or in towards the center of trailer
			Always attempt to place opening of the box up.
			Orient boxes so that the ribs or furrows (flutes) are vertical to prevent damage to a package.
			Follow orientation instructions printed on box, arrows or this side up.
			Option # 1 - Cornerstone package 18 to 24 inches in depth and 12 to 24 inches in height.
			Cornerstone loaded in left corner against previous wall. No space between package and previous wall
			Select & load cornerstone for next wall at any time while building present wall
			Option # 2 Primary Shelf - Continue bottom shelf left to right keeping front of wall nearly flush.
			Option # 3 Secondary or new shelf - If next selected package is taller than primary shelf, start new shelf.
			Option # 4 Fill empty space or level shelves - If package is shorter than primary shelf,
			Level shelves or fill empty space. Do not exceed height of shelf.
			Determine height of next shelf; consider size of available packages
			Tighten or "lock in" shelf with last package on right of the wall.

Load On-Area 3 Checklist (Continued)			
On-Area Activities			
Observe the participant performing the following activities. Indicate "Demo", "Train", and "N/A" in the appropriate box.			
Demo	Train	N/A	Building Walls
			Use of "Ts" or bridges will aid in weight distribution.
			Build at least 3 shelves per wall to avoid columns
			Option # 5 Large light for top - Save large light package for top of wall, heavier packages at bottom.
			Mid-power zone, load from back to front, filling all available space
			Use load stand to safely place packages above your power zone
			Lock in packages at top of trailer, utilizing ceiling ribs.
Demo	Train	N/A	Smalls Bags Handling
			Smalls bags should be loaded as they arrive in the trailer.
			Smalls bags should be loaded into walls beginning at mid-power zone and above. Avoid loading smalls bags on the floor or the bottom of walls.
			You may receive smalls bags at times when it is not convenient to load them. In these cases, check the bag, set them aside until there is a more appropriate time to load.
			SMART Scanner: Scan the bag label or tag & verify bag belongs with that destination
			OTHER Scanners: Read and scan the bag label or tag & verify bag belongs with that destination
Demo	Train	N/A	Incompatibles
			Incorporate wooden crates, grouped tires, bicycles, exercise equipment, 5 gallon pails, etc., into package walls and lock in with other packages
			Long, not fragile - load horizontally at the side walls to prevent them from falling. Do NOT STAND UPRIGHT.
Demo	Train	N/A	Packages Requiring Special Handling
			Next Day Air, International, Ground, Second Day Air & 3 Day Select
			Retapes and Rewraps - Follow Retapes procedures, Do not load
			Mispulls - Remove from trailer, place in designated area, t/w pickoff
			Haz Mats - Visually inspect labeling on all packages
			Haz Mats - Perform 6-sided check on all Haz Mat packages
			Haz Mats - Use the F3 function to scan all Haz Mat packages
			Haz Mats - Load accepted Haz Mat packages according to methods
			Haz Mats - Do not load Haz Mat packages that are not accepted. Give to supervisor.
			Haz Mats - If Haz Mat package was scanned without using the F3 function, delete the package from the scanner
Demo	Train	N/A	Ten Load Quality Elements
			Cornerstone package 18 to 24 inches in depth and 12 to 24 inches in height
			Lock in each shelf on right
			Three level shelves
			Loaded back to front at mid power zone
			Natural T's no columns
			Loaded to ceiling
			Smalls containerized
			Proper irregulars and smalls placement
			Retainer in ready position or flush on wall
			No overgoods or damages

Daily On Area Checklist Day 4

Load On-Area 4 Checklist			
On-Area Activities			
Observe the participant performing the following activities. Indicate "Demo", "Train", and "N/A" in the appropriate box.			
Demo	Train	N/A	Characteristics of a Skilled Loader
			Uses "Hand to Surface" (control of package until placed on next surface)
			Alerts supervisors & others of changing conditions
			Safely uses all manual & mechanical load devices
Demo	Train	N/A	Prepare to Load
			Obtain load charts
			Obtain scanner & set it up for scanning
			Logon & enter correct information
			Move to assigned work position
			Check work area for packages, overgoods, and loose labels
			Sweep floor of all empty trailers (initial lineup)
			Check trailer for leaks & holes, report problems to supervisor
			Place retainer strap in "retainer ready position"
			Position load equipment; rollers, loader 24 or 20, chutes
			Obtain load stand as dictated by conditions
Demo	Train	N/A	Planned Routine
			Wrap up starts at beginning of sort. Keep grating clear.
			Move from load to load within your assignment without direction
			Scan the ULD code on inside of trailer, so all packages will be linked
			Utilize walk into or out of trailer to load irregulars and straighten packages
			Do not double handle packages
			Load packages in a manner that leaves unobstructed exit walkway
Demo	Train	N/A	Select Package
			Maintain mental picture of space available in the package wall
			Select the next package to load from one of the next five available
			Minimize walking by letting equipment bring the packages to you
Demo	Train	N/A	Scan (SMART Scanners)
			Scan ALL packages & smalls bags (follow "scan one, load one" method)
			Listen for tone to verify the package can be loaded
			Do not turn or position package for scanning unless necessary
			Dual loading both loaders must scan
			Be Sure. Load only those packages that you are certain belong in the load.
Demo	Train	N/A	Scan (OTHER Scanners)
			Scan ALL packages & smalls bags (follow "scan one, load one" method)
			One motion scan package & check service level
			Listen for tone, read & verify the address label
			Do not turn or position package for scanning unless necessary
			Dual loading both loaders must scan, read & load
			Be Sure. Load only those packages that you are certain belong in the load.
			Do not load packages when you are uncertain that the package belongs in the load.
Demo	Train	N/A	Building Walls
			Maintain 2-foot walk aisle between the face of the wall and end of load device when standing on floor.
			Position label up, out towards the rear or in towards the center of trailer
			Always attempt to place opening of the box up.
			Orient boxes so that the ribs or furrows (flutes) are vertical to prevent damage to a package.
			Follow orientation instructions printed on box, arrows or this side up.
			Option # 1 - Cornerstone package 18 to 24 inches in depth and 12 to 24 inches in height.
			Cornerstone loaded in left corner against previous wall. No space between package and previous wall
			Select & load cornerstone for next wall at any time while building present wall
			Option # 2 Primary Shelf - Continue bottom shelf left to right keeping front of wall nearly flush.
			Option # 3 Secondary or new shelf - If next selected package is taller than primary shelf, start new shelf.
			Option # 4 Fill empty space or level shelves - If package is shorter than primary shelf,

Daily On Area Checklist Day 4 (Continued)

Load On-Area 4 Checklist (Continued)			
On-Area Activities			
Observe the participant performing the following activities. Indicate "Demo", "Train", and "N/A" in the appropriate box.			
Demo	Train	N/A	Building Walls
			Level shelves or fill empty space. Do not exceed height of shelf.
			Determine height of next shelf; consider size of available packages
			Tighten or "lock in" shelf with last package on right of the wall.
			Use of "Ts" or bridges will aid in weight distribution.
			Build at least 3 shelves per wall to avoid columns
			Option # 5 Large light for top - Save large light package for top of wall, heavier packages at bottom.
			Mid-power zone, load from back to front, filling all available space
			Use load stand to safely place packages above your power zone
			Lock in packages at top of trailer, utilizing ceiling ribs.
Demo	Train	N/A	Smalls Bags Handling
			Smalls bags should be loaded as they arrive in the trailer.
			Smalls bags should be loaded into walls beginning at mid-power zone and above. Avoid loading smalls bags on the floor or the bottom of walls.
			You may receive smalls bags at times when it is not convenient to load them. In these cases, check the bag, set them aside until there is a more appropriate time to load.
			SMART Scanner: Scan the bag label or tag & verify bag belongs with that destination
			OTHER Scanners: Read and scan the bag label or tag & verify bag belongs with that destination
Demo	Train	N/A	Prepare to Wrap Up Trailer
			Haz mat pouch & seal control should be accessible to the driver
			Loads leaving at 100% - Last wall is built flush with retainer strap slots, this wall may be deeper than 18-24 inches
			Retainer straps must fit tightly against last full wall
			Use retainer bars in trailers not equipped with retainer straps
			Place retainer bar securely against upper portion of last wall
			Return or store supplies and place in designated area
			Secure all equipment (scanner, load stand, etc.)
Demo	Train	N/A	Incompatibles
			Incorporate wooden crates, grouped tires, bicycles, exercise equipment, 5 gallon pails, etc., into package walls and lock in with other packages
			Long, not fragile - load horizontally at the side walls to prevent them from falling. Do NOT STAND UPRIGHT.
Demo	Train	N/A	Packages Requiring Special Handling
			Next Day Air, International, Ground, Second Day Air & 3 Day Select
			Retapes and Rewraps - Follow Retapes procedures, Do not load
			Mispulls - Remove from trailer, place in designated area, t/w pickoff
			Haz Mats - Visually inspect labeling on all packages
			Haz Mats - Perform 6-sided check on all Haz Mat packages
			Haz Mats - Use the F3 function to scan all Haz Mat packages
			Haz Mats - Load accepted Haz Mat packages according to methods
			Haz Mats - Do not load Haz Mat packages that are not accepted. Give to supervisor.
			Haz Mats - If Haz Mat package was scanned without using the F3 function, delete the package from the scanner
Demo	Train	N/A	Ten Load Quality Elements
			Cornerstone package 18 to 24 inches in depth and 12 to 24 inches in height
			Lock in each shelf on right
			Three level shelves
			Loaded back to front at mid power zone
			Natural T's no columns
			Loaded to ceiling
			Smalls containerized
			Proper irregulars and smalls placement
			Retainer in ready position or flush on wall
			No overgoods or damages

Employee Concerns/Comments
Day 4

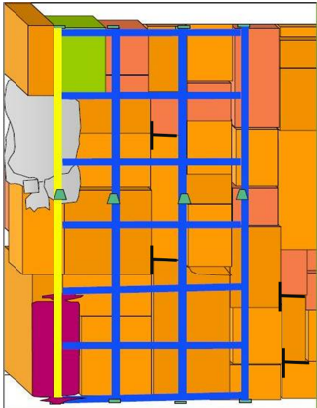
Employee Concerns/Comments:

Trainer/Management Comments:

(Management remarks must address employee’s comments or concerns in addition to their notes.)

Loaded Packages Scanned Per Hour

Safety, Quality, & Performance Progress Chart (Continued)

Safety, Service & Quality Record																																					
IPLD Service Test																																					
# Tested																																					
# Scanned																																					
% Effective																																					
Misloads																																					
Raw #																																					
Misload Frequency																																					
Load Quality																																					
10 Point Scale (Detail below)																																					
HazMat Audits (min. 1 per week)																																					
# Salts																																					
# Salts Caught																																					
Day #	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30											
Employee Initials																																					
Trainer Initials																																					
																												Select Proper Cornerstone Package	Lock in Each shelf	3 Level shelves	Load back to front	Natural T's – No columns	Load to ceiling	Smalls containerized	Proper irregular and smalls placement	Retainer in ready position	No overgoods or damages

Training Record - {JOB POSITION}

Methods Certification - Day 5

To Be Completed on Day 5

Employee Name: _____

Employee ID: _____

Seniority Date: _____

Loader - Methods Evaluation and Certification

Date: _____

Area: _____

Supervisor: _____

Place and X in the box (Demo) if the employee demonstrated the method or an X in the box (Train) if the employee was trained to use the method. (Use N/A if not applicable, every section must be marked)

Demo	Train	Characteristics of a Skilled Loader	Demo	Train	Building Walls (continued)
1		Uses "Hand to Surface" (control of package until placed on next surface)	45		Option # 4 Fill empty space or level shelves - If package is shorter than primary shelf.
2		Alerts supervisors & others of changing conditions	46		Level shelves or fill empty space. Do not exceed height of shelf.
3		Safely uses all manual & mechanical load devices	47		Determine height of next shelf; consider size of available packages
4		Prepare to Load	48		Tighten or "lock in" shelf with last package on right of the wall.
5		Obtain load charts	49		Use of "Ts" or bridges will aid in weight distribution.
6		Logon & enter correct information	50		Build at least 3 shelves per wall to avoid columns
7		Move to assigned work position	51		Option # 5 Large light for top - Save large light package for top of wall, heavier packages at bottom.
8		Check work area for packages, overgoods, and loose labels	52		Mid-power zone, load from back to front, filling all available space
9		Sweep floor of all empty trailers (initial lineup)	53		Use load stand to safely place packages above your power zone
10		Check trailer for leaks & holes, report problems to supervisor	54		"Lock in" packages at top of trailer, utilizing ceiling ribs.
11		Place retainer strap in "retainer ready position"	55		Smalls Bags Handling
12		Position load equipment: rollers, loader 24 or 20, chutes	56		Smalls bags should be loaded as they arrive in the trailer.
13		Obtain load stand as dictated by conditions	57		Smalls bags should be loaded into walls beginning at mid-power zone and above. Avoid loading smalls bags on the floor or the bottom of walls.
14		Planned Routine	58		You may receive smalls bags at times when it is not convenient to load them.
15		Wrap up starts at beginning of sort. Keep grating clear.	59		In these cases, check the bag, set them aside until there is a more appropriate time to load.
16		Move from load to load within your assignment without direction	60		SMART Scanner: Scan the bag label or tag & verify bag belongs with that destination
17		Scan the ULD code on inside of trailer, so all packages will be linked	61		OTHER Scanners: Read and scan the bag label or tag & verify bag belongs with that destination
18		Utilize walk into or out of trailer to load irregulars and straighten packages	62		Incompatibilities
19		Do not double handle packages	63		Incorporate wooden crates, grouped tires, bicycles, exercise equipment.
20		Load packages in a manner that leaves unobstructed exit walkway	64		5 gallon pails, etc., into package walls and lock in with other packages
21		Select Package	65		Long, not fragile - load horizontally at the side walls to prevent them from falling. Do NOT STAND UPRIGHT.
22		Maintain mental picture of space available in the package wall	66		Prepare to Wrap Up Trailer
23		Select the next package to load from one of the next five available	67		Haz mat pouch & seal control should be accessible to the driver
24		Minimize walking by letting equipment bring the packages to you	68		Loads leaving at 100% - Last wall is built flush with retainer strap slots, this wall may be deeper than 18-24 inches
25		Scan (SMART Scanner)	69		Retainer straps must fit tightly against last full wall
26		Scan ALL packages & smalls bags (follow "scan one, load one" method)	70		Use retainer bars in trailers not equipped with retainer straps
27		Listen for tone to verify the package can be loaded	71		Place retainer bar securely against upper portion of last wall
28		Do not turn or position package for scanning unless necessary	72		Return or store supplies and place in designated area
29		Dual loading both loaders must scan			Secure all equipment (scanner, load stand, etc.)
30		Be Sure. Load only those packages that you are certain belong in the load.			Packages Requiring Special Handling
31		Scan (OTHER Scanners)			Next Day Air, International, Ground, Second Day Air & 3 Day Select
32		Scan ALL packages & smalls bags (follow "scan one, load one" method)			Retapes and Rewraps - Follow Retapes procedures, Do not bad
33		One motion scan package & check service level			Mispulls - Remove from trailer, place in designated area, t/w pickoff
34		Listen for tone, read & verify the address label			Haz Mats - Visually inspect labeling on all packages
35		Do not turn or position package for scanning unless necessary			Total for each column, % effective _____
36		Dual loading both loaders must scan, read & load			
37		Be Sure. Load only those packages that you are certain belong in the load.			
38		Do not load packages when you are uncertain that the package belongs in the load.			
39		Building Walls			
40		Maintain 2-foot walk aisle between the face of the wall and end of load device when standing on floor.			
41		Position label up, out towards the rear or in towards the center of trailer			
42		Always attempt to place opening of the box up.			
43		Orient boxes so that the ribs or furrows (flutes) are vertical to prevent damage to a package.			
44		Follow orientation instructions printed on box, arrows or this side up.			

1	Cornerstone package 18 to 24 inches in depth and 12 to 24 inches in height.
2	Lock in each shelf on right
3	Three level shelves
4	Loaded back to front at mid power zone
5	Natural T's no columns
6	Loaded to ceiling
7	Smalls containerized
8	Proper irregulars and smalls placement
9	Retainer in ready position or flush on wall
10	No overgoods or damages
Total	

Ten load Quality Elements, enter an "X" = Acceptable

Option # 1 - Cornerstone package 18 to 24 inches in depth and 12 to 24 inches in height. No space between package and previous wall

Option # 2 Primary Shelf - Continue bottom shelf left to right keeping front of wall nearly flush.

Option # 3 Secondary or new shelf - If next selected package is taller than primary shelf, start new shelf

Methods Certification - Day 5

To Be Completed on Day 5

Loader - Methods Evaluation and Certification

Package Handling	1st	Load Quality Rating	1st
(Two samples of 25)	2nd	(Two samples on 10 point scale)	2nd
	%		AVG
Flow Counts	1st	Keys to Success (One Method tip for each topic)	
(Three minutes each)	2nd	Safety:	
	3rd	Quality:	
	AVG	Performance:	
Key Methods Performed Well			
from Methods Observation:			
Key Methods Needing Improvement			
from Methods Observation:			
Specific Commitments			
Made by Employee:			
Employee Name:			
Employee Signature:		Date:	
Trainer Signature:		Date:	
Full-time Signature:		Date:	

Training Record - {JOB POSITION}

Safe Work Methods (to be completed between days 5 & 7)

Safe Work Methods—General—Training Form

Employee name:			
Training Steps of Safe Work Methods:			
Observation (Three five-minute observations)	15 minutes	Commentary (Show)	5 minutes
Explanation (Lecture)	10 minutes	Drill (Validation)	5 minutes
Purpose of Safe Work Methods Training:			
	New Employee		Lost Time Injury Follow-up
	Annual Training		Date of Lost Time Injury: ____/____/____
	Temporary Alternate Work (TAW) [First day]		Date returned to regular duty: ____/____/____
	First day of TAW: ____/____/____ (applicable to assignment)		Re-injury Prevention Program

Review the employee's entire injury history with the employee. ☐ Yes ☐ No Number of injuries: _____

Review injury reporting procedures. (Report immediately; On-line reporting.) ☐ Yes ☐ No

INSTRUCTIONS: Enter "Y", "N" or "R" as appropriate for each statement. For each statement with 3 check boxes make a minimum of three observations.

I. Job Setup	II. Lifting and Lowering (continued)
Dress for the job: ☐ Dress to control body heat.	Eight keys to lifting and lowering (continued): ☐ ☐ ☐ 3. Bends at the knees—keep the natural curve of the back. ☐ ☐ ☐ 4. Tests the object for weight and shifting contents. ☐ ☐ ☐ 5. Gets a firm grip and grasp opposite corners. ☐ ☐ ☐ 6. Lifts with a smooth, steady motion—doesn't jerk. ☐ ☐ ☐ 7. Moves feet-step or pivot—doesn't twist. ☐ ☐ ☐ 8. Uses the existing equipment or facilities to assist in the lifting or lowering.
Work shoes: ☐ Has sturdy work shoes with leather uppers and slip-resistant soles.	Lifting and lowering: ☐ ☐ ☐ Does not overfill smalls bags or tote boxes.
Physically ready for the job: ☐ Stretches prior to job start. If the employee was not observed, ask the employee if they stretched prior to work ☐ ☐ ☐ Drinks water throughout shift.	Know your limits: ☐ ☐ ☐ Seeks assistance from others with irregulars or Over 70-pound packages when necessary. ☐ ☐ ☐ Employee communicates to coordinate the task with the other employee.
Review signs of dehydration (Check all reviewed): ☐ Dizzy ☐ Lightheaded ☐ Dry mouth ☐ Muscle cramps	End range motion: ☐ ☐ ☐ Positions their body to avoid end range motions.
Mentally ready for the job: ☐ Arrives early and gets organized. ☐ ☐ ☐ Concentrates on the tasks at-hand and avoids distractions. ☐ Yes ☐ No Has the employee been trained in job methods?	Safety Tip: Never get caught in the double play.
Work area: ☐ A pre-trip was conducted in their area: Smalls bags, c-slides, diverters, tote boxes, shepherd's hook, tools, equipment, etc. ☐ Stores tools and/or equipment once task has been completed. ☐ ☐ ☐ Uses the correct safety aids and equipment that applies to the task at hand. ☐ ☐ ☐ Makes adjustments to job setup to maximize safety and efficiency. ☐ ☐ ☐ Reports safety hazards to supervisor before, during, and after the sort.	III. Slips and Falls Five keys to preventing slips and falls: ☐ ☐ ☐ 1. Walks at a brisk pace— does not run . ☐ ☐ ☐ 2. Establishes a firm footing to maintain balance. ☐ ☐ ☐ 3. Does not walk on rollers, chutes, slides, or unsecured belts. ☐ ☐ ☐ 4. Looks before stepping—scans work area. ☐ ☐ ☐ 5. Makes adjustments based on changing conditions.
Safety Tip: Preparation for the workday prevents injuries.	Uses the safest walk path: ☐ ☐ ☐ Keeps packages out of walk path.
II. Lifting and Lowering Observe, demonstrate, and have employee explain the Power Zone: ☐ The Power Zone is the area within the employee's range of motion that provides the maximum strength capability with the most comfort. ☐ The Power Zone is from mid-thigh to the armpits, close to the body.	Ascending and descending: ☐ ☐ ☐ Faces ladders and equipment when ascending / descending. ☐ ☐ ☐ Uses three points of contact with equipment and ladders. ☐ ☐ ☐ Uses handrails with stairways and vehicles. ☐ ☐ ☐ Uses the designated stairs when getting on and off the dock. ☐ ☐ ☐ Uses a safety chain or bar when on platforms.
Observe (3 times), review, and demonstrate (once) the eight keys to lifting and lowering: ☐ ☐ ☐ 1. Gets close to the object—works within Power Zone. ☐ ☐ ☐ 2. Positions feet shoulder-width apart, one slightly in front of the other.	Safety Tip: Maintain a stance that puts you in control.
	Form continued on next page.

Safe Work Methods (to be completed between days 5 & 7) (Continued)

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Training Record - {JOB POSITION}
Methods Certification - Day 8 or 9

Loader - Methods Evaluation and Certification

To Be Completed on Day 8 or 9

Employee Name: _____
Employee ID: _____
Seniority Date: _____

Date: _____
Area: _____
Supervisor: _____

Place and X in the box (Demo) if the employee demonstrated the method or an X in the box (Train) if the employee was trained to use the method. (Use N/A if not applicable, every section must be marked)

Characteristics of a Skilled Loader	
1	Uses "Hand to Surface" (control of package until placed on next surface)
2	Alerts supervisors & others of changing conditions
3	Safely uses all manual & mechanical load devices
4	Prepare to Load
5	Obtain load charts
6	Logon & enter correct information
7	Move to assigned work position
8	Check work area for packages, overgoods, and loose labels
9	Sweep floor of all empty trailers (initial lineup)
10	Check trailer for leaks & holes, report problems to supervisor
11	Place retainer strap in "retainer ready position"
12	Position load equipment: rollers, loader 24 or 20, chutes
13	Obtain load stand as dictated by conditions
14	Planned Routine
15	Wrap up starts at beginning of sort. Keep grating clear.
16	Move from load to load within your assignment without direction
17	Scan the ULD code on inside of trailer, so all packages will be linked
18	Utilize walk into or out of trailer to load irregulars and straighten packages
19	Do not double handle packages
20	Load packages in a manner that leaves unobstructed exit walkway
21	Select Package
22	Maintain mental picture of space available in the package wall
23	Select the next package to load from one of the next five available
24	Minimize walking by letting equipment bring the packages to you
25	Scan (SMART Scanner)
26	Scan ALL packages & smalls bags (follow "scan one, load one" method)
27	Listen for tone to verify the package can be loaded
28	Do not turn or position package for scanning unless necessary
29	Dual loading both loaders must scan
30	Be Sure. Load only those packages that you are certain belong in the load.
31	Scan (OTHER Scanners)
32	Scan ALL packages & smalls bags (follow "scan one, load one" method)
33	One motion scan package & check service level
34	Listen for tone, read & verify the address label
35	Do not turn or position package for scanning unless necessary
36	Dual loading both loaders must scan, read & load
37	Be Sure. Load only those packages that you are certain belong in the load.
38	Do not load packages when you are uncertain that the package belongs in the load.
39	Building Walls
40	Maintain 2-foot walk aisle between the face of the wall and end of
41	load device when standing on floor.
42	Position label up, out towards the rear or in towards the center of trailer
43	Always attempt to place opening of the box up.
44	Orient boxes so that the ribs or furrows (flutes) are vertical to prevent damage to a package.
45	Follow orientation instructions printed on box, arrows or this side up.
46	Option # 1 - Cornerstone package 18 to 24 inches in depth and 12 to 24 inches in height
47	Cornerstone loaded in left corner against previous wall. No space between package and previous wall
48	Select & load cornerstone for next wall at anytime while building present wall
49	Option # 2 Primary Shelf - Continue bottom shelf left to right keeping front of wall nearly flush.
50	Option # 3 Secondary or new shelf - If next selected package is taller than primary shelf, start new shelf

Building Walls (continued)	
51	Option # 4 Fill empty space or level shelves - If package is shorter than primary shelf, level shelves or fill empty space. Do not exceed height of shelf.
52	Determine height of next shelf; consider size of available packages
53	Tighten or "lock in" shelf with last package on right of the wall.
54	Use of "Ts" or bridges will aid in weight distribution.
55	Build at least 3 shelves per wall to avoid columns
56	Option # 5 Large light for top - Save large light package for top of wall, heavier packages at bottom.
57	Mid-power zone, load from back to front, filling all available space
58	Use load stand to safely place packages above your power zone
59	"Lock in" packages at top of trailer, utilizing ceiling ribs.
60	Smalls Bags Handling
61	Smalls bags should be loaded as they arrive in the trailer.
62	Smalls bags should be loaded into walls beginning at mid-power zone and above. Avoid loading smalls bags on the floor or the bottom of walls.
63	You may receive smalls bags at times when it is not convenient to load them.
64	In these cases, check the bag, set them aside until there is a more appropriate time to load.
65	SMART Scanner: Scan the bag label or tag & verify bag belongs with that destination
66	OTHER Scanners: Read and scan the bag label or tag & verify bag belongs with that destination
67	Incompatibilities
68	Incorporate wooden crates, grouped tires, bicycles, exercise equipment,
69	5 gallon pails, etc., into package walls and lock in with other packages
70	Long, not fragile - load horizontally at the side walls to prevent them from falling. Do NOT STAND UPRIGHT.
71	Prepare to Wrap Up Trailer
72	Haz mat pouch & seal control should be accessible to the driver
73	Loads leaving at 100% - Last wall is built flush with retainer strap slots, this wall may be deeper than 18-24 inches
74	Retainer straps must fit tightly against last full wall
75	Use retainer bars in trailers not equipped with retainer straps
76	Place retainer bar securely against upper portion of last wall
77	Return or store supplies and place in designated area
78	Secure all equipment (scanner, load stand, etc.)
79	Packages Requiring Special Handling
80	Next Day Air, International, Ground, Second Day Air & 3 Day Select
81	Retapes and Rewraps - Follow Retapes procedures, Do not bad
82	Mispulls - Remove from trailer, place in designated area, t/w pickoff
83	Haz Mats - Visually inspect labeling on all packages
84	Total for each column, % effective _____

Ten load Quality Elements, enter an "X" = Acceptable	
1	Cornerstone package 18 to 24 inches in depth and 12 to 24 inches in height.
2	Lock in each shelf on right
3	Three level shelves
4	Loaded back to front at mid power zone
5	Natural T's no columns
6	Loaded to ceiling
7	Smalls containerized
8	Proper irregulars and smalls placement
9	Retainer in ready position or flush on wall
10	No overgoods or damages
Total	

To Be Completed on Day 8 or 9

Loader - Methods Evaluation and Certification

Package Handling	1st	Load Quality Rating	1st
(Two samples of 25)	2nd	(Two samples on 10 point scale)	2nd
	%		AVG
Flow Counts	1st	Keys to Success (One Method tip for each topic)	
(Three minutes each)	2nd	Safety:	
	3rd	Quality:	
	AVG	Performance:	
Key Methods Performed Well			
from Methods Observation:			
Key Methods Needing Improvement			
from Methods Observation:			
Specific Commitments			
Made by Employee:			
Employee Name:			
Employee Signature:		Date:	
Trainer Signature:		Date:	
Full-time Signature:		Date:	

Training Plan – Day 9

Based on the employee's progress through Day 9, please indicate additional training planned through Day 30:

Areas of strength:

- _____

- _____

- _____

- _____

- _____

Areas needing improvement:

- _____

- _____

- _____

- _____

- _____

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

EMPLOYEE'S NAME: _____

	Elements	Proficiency Demonstrated:		Comments
		Yes	No	
D	Safety • Keys to lifting & lowering • Keys to preventing slips & falls	☐	☐	
A	Service • Misloads • Missed scans	☐	☐	
Y	Methods • 10 point quality load	☐	☐	
	Performance • Attainment of packages per hour goal	☐	☐	
9	Attendance Zero occurrences • Late • Absent	☐	☐	

Employee Concerns/Comments:

Trainer Comments:

(Management remarks must address employee's comments or concerns in addition to their notes.)

Training Record - {JOB POSITION}

Methods Certification - Day 14 or 15

Loader - Methods Evaluation and Certification

To Be Completed on Day 14 or 15

Employee Name: _____

Employee ID: _____

Seniority Date: _____

Date: _____

Area: _____

Supervisor: _____

Place and X in the box (Demo) if the employee demonstrated the method or an X in the box (Train) if the employee was trained to use the method. (Use N/A if not applicable, every section must be marked)

Demo	Train	Characteristics of a Skilled Loader
1		Uses "Hand to Surface" (control of package until placed on next surface)
2		Alerts supervisors & others of changing conditions
3		Safely uses all manual & mechanical load devices
4		Prepare to Load
5		Obtain load charts
6		Obtain scanner & set it up for scanning
7		Logon & enter correct information
8		Move to assigned work position
9		Check work area for packages, overgoods, and loose labels
10		Sweep floor of all empty trailers (initial lineup)
11		Check trailer for leaks & holes, report problems to supervisor
12		Place retainer strap in "retainer ready position"
13		Position load equipment: rollers, loader 24 or 20, chutes
14		Obtain load stand as dictated by conditions
15		Planned Routine
16		Wrap up starts at beginning of sort. Keep grating clear.
17		Move from load to load within your assignment without direction
18		Scan the ULD code on inside of trailer, so all packages will be linked
19		Utilize walk into or out of trailer to load irregulars and straighten packages
20		Do not double handle packages
21		Load packages in a manner that leaves unobstructed exit walkway
22		Select Package
23		Maintain mental picture of space available in the package wall
24		Select the next package to load from one of the next five available
25		Minimize walking by letting equipment bring the packages to you
26		Scan (SMART Scanner)
27		Scan ALL packages & smalls bags (follow "scan one, load one" method)
28		Listen for tone to verify the package can be loaded
29		Do not turn or position package for scanning unless necessary
30		Dual loading both loaders must scan
31		Be Sure. Load only those packages that you are certain belong in the load.
32		Scan (OTHER Scanners)
33		Scan ALL packages & smalls bags (follow "scan one, load one" method)
34		One motion scan package & check service level
35		Listen for tone, read & verify the address label
36		Do not turn or position package for scanning unless necessary
37		Dual loading both loaders must scan, read & load
38		Be Sure. Load only those packages that you are certain belong in the load.
39		Do not load packages when you are uncertain that the package belongs in the load.
40		Building Walls
41		Maintain 2-foot walk aisle between the face of the wall and end of
42		load device when standing on floor.
43		Position label up, out towards the rear or in towards the center of trailer
44		Always attempt to place opening of the box up.
45		Orient boxes so that the ribs or furrows (flutes) are vertical to prevent damage to a package.
46		Follow orientation instructions printed on box, arrows or this side up.
47		Option #1 - Cornerstone package 18 to 24 inches in depth and 12 to 24 inches in height.
48		Cornerstone loaded in left corner against previous wall. No space between package and previous wall
49		Select & load cornerstone for next wall at anytime while building present wall
50		Option #2 Primary Shelf - Continue bottom shelf left to right keeping front of wall nearly flush.
51		Option #3 Secondary or new shelf - If next selected package is taller than primary shelf, start new shelf

Demo	Train	Building Walls (continued)
45		Option #4 Fill empty space or level shelves - If package is shorter than primary shelf.
46		Level shelves or fill empty space. Do not exceed height of shelf.
47		Determine height of next shelf; consider size of available packages
48		Tighten or "lock in" shelf with last package on right of the wall.
49		Use of "Ts" or bridges will aid in weight distribution.
50		Build at least 3 shelves per wall to avoid columns
51		Option #5 Large light for top - Save large light package for top of wall, heavier packages at bottom.
52		Mid-power zone, load from back to front, filling all available space
53		Use load stand to safely place packages above your power zone
54		"Lock in" packages at top of trailer, utilizing ceiling ribs.
55		Smalls Bags Handling
56		Smalls bags should be loaded as they arrive in the trailer.
57		Smalls bags should be loaded into walls beginning at mid-power zone and above. Avoid loading smalls bags on the floor or the bottom of walls.
58		You may receive smalls bags at times when it is not convenient to load them.
59		In these cases, check the bag, set them aside until there is a more appropriate time to load.
60		SMART Scanner: Scan the bag label or tag & verify bag belongs with that destination
61		OTHER Scanners: Read and scan the bag label or tag & verify bag belongs with that destination
62		Incompatibilities
63		Incorporate wooden crates, grouped tires, bicycles, exercise equipment.
64		5 gallon pails, etc., into package walls and lock in with other packages
65		Long, not fragile - load horizontally at the side walls to prevent them from falling. Do NOT STAND UPRIGHT.
66		Prepare to Wrap Up Trailer
67		Haz mat pouch & seal control should be accessible to the driver
68		Loads leaving at 100% - Last wall is built flush with retainer strap slots, this wall may be deeper than 18-24 inches
69		Retainer straps must fit tightly against last full wall
70		Use retainer bars in trailers not equipped with retainer straps
71		Place retainer bar securely against upper portion of last wall
72		Return or store supplies and place in designated area
73		Secure all equipment (scanner, load stand, etc.)
74		Packages Requiring Special Handling
75		Next Day Air, International, Ground, Second Day Air & 3 Day Select
76		Retapes and Rewraps - Follow Retapes procedures, Do not bad
77		Mispulls - Remove from trailer, place in designated area, t/w pickoff
78		Haz Mats - Visually inspect labeling on all packages
79		Total for each column, % effective _____

Ten load Quality Elements, enter an "X" = Acceptable	
1	Cornerstone package 18 to 24 inches in depth and 12 to 24 inches in height.
2	Lock in each shelf on right
3	Three level shelves
4	Loaded back to front at mid power zone
5	Natural T's no columns
6	Loaded to ceiling
7	Smalls containerized
8	Proper irregulars and smalls placement
9	Retainer in ready position or flush on wall
10	No overgoods or damages
Total	

To Be Completed on Day 14 or 15

Loader - Methods Evaluation and Certification

Package Handling	1st	Load Quality Rating	1st
(Two samples of 25)	2nd	(Two samples on 10 point scale)	2nd
	%		AVG
Flow Counts	1st	Keys to Success (One Method tip for each topic)	
(Three minutes each)	2nd	Safety:	
	3rd	Quality:	
	AVG	Performance:	
Key Methods Performed Well from Methods Observation:			
Key Methods Needing Improvement from Methods Observation:			
Specific Commitments Made by Employee:			
Employee Name:			
Employee Signature:		Date:	
Trainer Signature:		Date:	
Full-time Signature:		Date:	

Loader - Methods Evaluation and Certification

To Be Completed on Day 19 or 20

Employee Name: _____

Employee ID: _____

Seniority Date: _____

Date: _____

Area: _____

Supervisor: _____

Place and X in the box (Demo) if the employee demonstrated the method or an X in the box (Train) if the employee was trained to use the method. (Use N/A if not applicable, every section must be marked)

Demo	Train	Characteristics of a Skilled Loader
1		Uses "Hand to Surface" (control of package until placed on next surface)
2		Alerts supervisors & others of changing conditions
3		Safely uses all manual & mechanical load devices
4		Prepare to Load
5		Obtain load charts
6		Logon & enter correct information
7		Move to assigned work position
8		Check work area for packages, overgoods, and loose labels
9		Sweep floor of all empty trailers (initial lineup)
10		Check trailer for leaks & holes, report problems to supervisor
11		Place retainer strap in "retainer ready position"
12		Position load equipment: rollers, loader 24 or 20, chutes
13		Obtain load stand as dictated by conditions
14		Planned Routine
15		Wrap up starts at beginning of sort. Keep grating clear.
16		Move from load to load within your assignment without direction
17		Scan the ULD code on inside of trailer, so all packages will be linked
18		Utilize walk into or out of trailer to load irregulars and straighten packages
19		Do not double handle packages
20		Load packages in a manner that leaves unobstructed exit walkway
21		Select Package
22		Maintain mental picture of space available in the package wall
23		Select the next package to load from one of the next five available
24		Minimize walking by letting equipment bring the packages to you
25		Scan (SMART Scanner)
26		Scan ALL packages & smalls bags (follow "scan one, load one" method)
27		Listen for tone to verify the package can be loaded
28		Do not turn or position package for scanning unless necessary
29		Dual loading both loaders must scan
30		Be Sure. Load only those packages that you are certain belong in the load.
31		Scan (OTHER Scanners)
32		Scan ALL packages & smalls bags (follow "scan one, load one" method)
33		One motion scan package & check service level
34		Listen for tone, read & verify the address label
35		Do not turn or position package for scanning unless necessary
36		Dual loading both loaders must scan, read & load
37		Be Sure. Load only those packages that you are certain belong in the load.
38		Do not load packages when you are uncertain that the package belongs in the load.
39		Building Walls
40		Maintain 2-foot walk aisle between the face of the wall and end of load device when standing on floor.
41		Position label up, out towards the rear or in towards the center of trailer
42		Always attempt to place opening of the box up.
43		Orient boxes so that the ribs or furrows (flutes) are vertical to prevent damage to a package.
44		Follow orientation instructions printed on box, arrows or this side up.

Option # 1 - Cornerstone package 18 to 24 inches in depth and 12 to 24 inches in height

Cornerstone loaded in left corner against previous wall. No space between package and previous wall

Option # 2 Primary Shelf - Continue bottom shelf left to right keeping front of wall nearly flush.

Option # 3 Secondary or new shelf - If next selected package is taller than primary shelf, start new shelf

Demo	Train	Building Walls (continued)
45		Option # 4 Fill empty space or level shelves - If package is shorter than primary shelf, level shelves or fill empty space. Do not exceed height of shelf.
46		Determine height of next shelf; consider size of available packages
47		Tighten or "lock in" shelf with last package on right of the wall.
48		Use of "Ts" or bridges will aid in weight distribution.
49		Build at least 3 shelves per wall to avoid columns
50		Option # 5 Large light for top - Save large light package for top of wall, heavier packages at bottom.
51		Mid-power zone, load from back to front, filling all available space
52		Use load stand to safely place packages above your power zone
53		"Lock in" packages at top of trailer, utilizing ceiling ribs.
54		Smalls Bags Handling
55		Smalls bags should be loaded as they arrive in the trailer.
56		Smalls bags should be loaded into walls beginning at mid-power zone and above. Avoid loading smalls bags on the floor or the bottom of walls.
57		You may receive smalls bags at times when it is not convenient to load them.
58		In these cases, check the bag, set them aside until there is a more appropriate time to load.
59		SMART Scanner: Scan the bag label or tag & verify bag belongs with that destination
60		OTHER Scanners: Read and scan the bag label or tag & verify bag belongs with that destination
61		Incompatibilities
62		Incorporate wooden crates, grouped tires, bicycles, exercise equipment,
63		5 gallon pails, etc., into package walls and lock in with other packages
64		Long, not fragile - load horizontally at the side walls to prevent them from falling. Do NOT STAND UPRIGHT.
65		Prepare to Wrap Up Trailer
66		Haz mat pouch & seal control should be accessible to the driver
67		Loads leaving at 100% - Last wall is built flush with retainer strap slots, this wall may be deeper than 18-24 inches
68		Retainer straps must fit tightly against last full wall
69		Use retainer bars in trailers not equipped with retainer straps
70		Place retainer bar securely against upper portion of last wall
71		Return or store supplies and place in designated area
72		Secure all equipment (scanner, load stand, etc.)
73		Packages Requiring Special Handling
74		Next Day Air, International, Ground, Second Day Air & 3 Day Select
75		Retapes and Rewraps - Follow Retapes procedures, Do not bad
76		Mispulls - Remove from trailer, place in designated area, t/w pickoff
77		Haz Mats - Visually inspect labeling on all packages
78		Total for each column, % effective _____
79		Ten load Quality Elements, enter an "X" = Acceptable
80		Cornerstone package 18 to 24 inches in depth and 12 to 24 inches in height.
81		Lock in each shelf on right
82		Three level shelves
83		Loaded back to front at mid power zone
84		Natural T's no columns
85		Loaded to ceiling
86		Smalls containerized
87		Proper irregulars and smalls placement
88		Retainer in ready position or flush on wall
89		No overgoods or damages
90		Total

To Be Completed on Day 19 or 20

Loader - Methods Evaluation and Certification

Package Handling	1st	Load Quality Rating	1st
(Two samples of 25)	2nd	(Two samples on 10 point scale)	2nd
%		AVG	
Flow Counts	1st	Keys to Success (One Method tip for each topic)	
(Three minutes each)	2nd	Safety:	
	3rd	Quality:	
AVG		Performance:	
Key Methods Performed Well			
from Methods Observation:			
Key Methods Needing Improvement			
from Methods Observation:			
Specific Commitments			
Made by Employee:			
Employee Name:			
Employee Signature:		Date:	
Trainer Signature:		Date:	
Full-time Signature:		Date:	

Training Record - {JOB POSITION}

Safe Work Methods (to be completed between days 20 & 25)

Safe Work Methods—General—Training Form

Employee name:			
Training Steps of Safe Work Methods:			
Observation (Three five-minute observations)	15 minutes	Commentary (Show)	5 minutes
Explanation (Lecture)	10 minutes	Drill (Validation)	5 minutes
Purpose of Safe Work Methods Training:			
	New Employee		Lost Time Injury Follow-up
	Annual Training		Date of Lost Time Injury: ____/____/____
	Temporary Alternate Work (TAW) [First day]		Date returned to regular duty: ____/____/____
	First day of TAW: ____/____/____ (applicable to assignment)		Re-injury Prevention Program

Review the employee's entire injury history with the employee. ☐ Yes ☐ No Number of injuries: _____

Review injury reporting procedures. (Report immediately; On-line reporting.) ☐ Yes ☐ No

INSTRUCTIONS: Enter "Y", "N" or "R" as appropriate for each statement. For each statement with 3 check boxes make a minimum of three observations.

I. Job Setup	II. Lifting and Lowering (continued)
Dress for the job: ☐ Dress to control body heat.	Eight keys to lifting and lowering (continued): ☐ ☐ ☐ 3. Bends at the knees—keep the natural curve of the back. ☐ ☐ ☐ 4. Tests the object for weight and shifting contents. ☐ ☐ ☐ 5. Gets a firm grip and grasp opposite corners. ☐ ☐ ☐ 6. Lifts with a smooth, steady motion—doesn't jerk. ☐ ☐ ☐ 7. Moves feet-step or pivot—doesn't twist. ☐ ☐ ☐ 8. Uses the existing equipment or facilities to assist in the lifting or lowering.
Work shoes: ☐ Has sturdy work shoes with leather uppers and slip-resistant soles.	Lifting and lowering: ☐ ☐ ☐ Does not overfill smalls bags or tote boxes.
Physically ready for the job: ☐ Stretches prior to job start. If the employee was not observed, ask the employee if they stretched prior to work ☐ ☐ ☐ Drinks water throughout shift.	Know your limits: ☐ ☐ ☐ Seeks assistance from others with irregulars or Over 70-pound packages when necessary. ☐ ☐ ☐ Employee communicates to coordinate the task with the other employee.
Review signs of dehydration (Check all reviewed): ☐ Dizzy ☐ Lightheaded ☐ Dry mouth ☐ Muscle cramps	End range motion: ☐ ☐ ☐ Positions their body to avoid end range motions.
Mentally ready for the job: ☐ Arrives early and gets organized. ☐ ☐ ☐ Concentrates on the tasks at-hand and avoids distractions. ☐ Yes ☐ No Has the employee been trained in job methods?	Safety Tip: Never get caught in the double play.
Work area: ☐ A pre-trip was conducted in their area: Smalls bags, c-slides, diverters, tote boxes, shepherd's hook, tools, equipment, etc. ☐ Stores tools and/or equipment once task has been completed. ☐ ☐ ☐ Uses the correct safety aids and equipment that applies to the task at hand. ☐ ☐ ☐ Makes adjustments to job setup to maximize safety and efficiency. ☐ ☐ ☐ Reports safety hazards to supervisor before, during, and after the sort.	III. Slips and Falls Five keys to preventing slips and falls: ☐ ☐ ☐ 1. Walks at a brisk pace— does not run . ☐ ☐ ☐ 2. Establishes a firm footing to maintain balance. ☐ ☐ ☐ 3. Does not walk on rollers, chutes, slides, or unsecured belts. ☐ ☐ ☐ 4. Looks before stepping—scans work area. ☐ ☐ ☐ 5. Makes adjustments based on changing conditions.
Safety Tip: Preparation for the workday prevents injuries.	Uses the safest walk path: ☐ ☐ ☐ Keeps packages out of walk path.
II. Lifting and Lowering Observe, demonstrate, and have employee explain the Power Zone: ☐ The Power Zone is the area within the employee's range of motion that provides the maximum strength capability with the most comfort. ☐ The Power Zone is from mid-thigh to the armpits, close to the body.	Ascending and descending: ☐ ☐ ☐ Faces ladders and equipment when ascending / descending. ☐ ☐ ☐ Uses three points of contact with equipment and ladders. ☐ ☐ ☐ Uses handrails with stairways and vehicles. ☐ ☐ ☐ Uses the designated stairs when getting on and off the dock. ☐ ☐ ☐ Uses a safety chain or bar when on platforms.
Observe (3 times), review, and demonstrate (once) the eight keys to lifting and lowering: ☐ ☐ ☐ 1. Gets close to the object—works within Power Zone. ☐ ☐ ☐ 2. Positions feet shoulder-width apart, one slightly in front of the other.	Safety Tip: Maintain a stance that puts you in control.
	Form continued on next page.

Safe Work Methods (to be completed between days 20 & 25) (Continued)

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Training Record - {JOB POSITION}

Seniority Approval – Complete Between Days 27 & 28

Ask the trainee the 3 keys to success at {Company Name}.
Did they answer Safety - Quality – Performance?

Yes
☐

No
☐

Complete an observation on each trainee. During this observation the trainee must be able to complete a commentary and demonstrate each of the key methods.

	Commentary Acceptable		Demonstration Acceptable	
	Yes	No	Yes	No
Key Safe Work Methods				
Walk at a brisk pace; do not run.	☐	☐	☐	☐
Establish firm footing and maintain balance	☐	☐	☐	☐
Do not walk on conveyor rollers, chutes, and slides	☐	☐	☐	☐
Look before stepping	☐	☐	☐	☐
Make adjustments for changing conditions	☐	☐	☐	☐
Get close to the object; work within your Power Zone	☐	☐	☐	☐
Position the feet	☐	☐	☐	☐
Bend at knees; keep natural curve of the back	☐	☐	☐	☐
Test object for weight and shifting objects	☐	☐	☐	☐
Get a firm grasp and grasp opposite diagonal corners	☐	☐	☐	☐
Lift with a smooth, steady motion; don't jerk	☐	☐	☐	☐
Move your feet. Step or pivot; don't twist	☐	☐	☐	☐
Use existing equipment or facilities for lifting and lowering	☐	☐	☐	☐
Use approved walkways	☐	☐	☐	☐
Face work	☐	☐	☐	☐
Stay on feet, do not jump	☐	☐	☐	☐
Never grasp packages by straps or bands	☐	☐	☐	☐
Walk up and down ladders correctly	☐	☐	☐	☐
Know location of stop button on all equipment	☐	☐	☐	☐
Know location of emergency exits	☐	☐	☐	☐
Basic Job Methods				
Pre-select next package	☐	☐	☐	☐
Use "Hand to Surface"	☐	☐	☐	☐
Check labels—if applicable	☐	☐	☐	☐
Scan all packages	☐	☐	☐	☐
Use cornerstone package	☐	☐	☐	☐
Use natural "T"s	☐	☐	☐	☐
Build 3 level shelves	☐	☐	☐	☐
Load large light packages on top	☐	☐	☐	☐
Proper smalls and irregular placement	☐	☐	☐	☐
Load back to front at mid power zone	☐	☐	☐	☐
Lock-in packages	☐	☐	☐	☐
Use load stand	☐	☐	☐	☐
Lock on top	☐	☐	☐	☐
Fill all trailer space	☐	☐	☐	☐
Maintain continuous work pace	☐	☐	☐	☐

Were the trainees able to successfully complete a commentary and demonstration on the following:

	YES	NO
Job set-up	☐	☐
Packages requiring special handling	☐	☐
Wrap-up procedures	☐	☐

The following individuals recommend this employee to gain seniority status with {Company Name}.

HUB SORT MANAGER

HUB MANAGEMENT TRAINER

Positive Contacts**Guidelines for Completing the Positive Contacts**

1. The area full-time supervisor is responsible to initiate and document a positive contact with each newly hired employee in their work area the first and fifth day of the first week the employee works. (Sunday or Monday and Thursday or Friday)
 - a. If the designated FT supervisor identified above is out of work for any reason, the FT or PT supervisor assigned to cover the area would assume the responsibility.
 - b. If there is no FT supervisor assigned to the sort or operation, the PT supervisor is then responsible for all contacts.
2. The area full-time supervisor is responsible to make one additional positive contact every week until the new hire gains seniority.
3. The area part-time supervisor is responsible to initiate and document a positive contact with each pre-seniority employee in their work area once a week in weeks two, three, four, five, and six.
4. There can be no exceptions to the guidelines as our success depends on the time we spend with our new hires and how well we get to know them.
5. The positive contacts for the part time supervisors are to be done in addition to the required hourly 2 minute drills they perform and document every day.
6. The 2 minute drills are to be completed every day on every employee by the area PT supervisor even when the employee(s) are hip to hip with a training supervisor.
7. The communication points listed below are intended to provide the FT and PT supervisors additional ideas or conversation starters to aid them in learning more about their employee. This is not to be used as a checklist.
8. **The positive contacts must be 100% non-work related.**

Positive Contact Communication Points

Tell me something unusual about yourself.	What brings you to {Company Name}?
Where is one place you'd like to visit in your lifetime?	What do you do outside of work?
Where did you go to high school?	What is your favorite sport to play?
What would you do if you won the lottery?	Do you have brothers/sisters?
Tell me the thing you are most proud of.	Do you have any weekend plans?
Who has been the most influential person in your life?	What is your favorite sport to watch?
What is the thing that scares you the most?	What are your future plans?
Do you have any children?	What is your favorite movie?
What did you do before coming to work for {Company Name}?	What is your favorite vacation spot?
Are you in school?	What do you do for fun?
Do you have any pets?	Do you have a favorite group or band?
Music (Likes / Dislikes)	Do you have a favorite board game?
What is your favorite food/meal?	Are you satisfied with the job so far?
Congratulations! You have made seniority!	

Positive Contacts**Employee Name:** _____**Supervisor:** _____ **Start Date:** _____

Day	Comments	Initials
Day 1 FT Sup		
Day 5 FT Sup		
Week 2 FT Sup		
Week 2 Area PT Sup		
Week 3 FT Sup		
Week 3 Area PT Sup		
Week 4 FT Sup		
Week 4 Area PT Sup		
Week 5 FT Sup		
Week 5 Area PT Sup		
Week 6 FT Sup		
Week 6 Area PT Sup		