

Processing Operations

Service Talk

FSS/Integrated Tray Converter (ITC) and Stacker/Loader Jam Clearing Safety Talk

It is mandatory that the Supervisor/Group Lead escort the employees to the ITC area of the FSS machine and conduct this safety discussion. It is expected that the visual effects provided from actual site-specific locations will provide a much greater impact as to the importance of this stand up discussion.

The following procedures have been implemented on an interim basis only. These procedures will take effect immediately and apply to anyone working on or near the FSS machine.

Maintenance personnel will be responsible for clearing ALL ITC Verticalizer and Stacker/Loader Area jams.

All non-maintenance personnel are restricted from the ITC Verticalizer and Stacker/Loader Area. One side has been identified as "Off Limits" by the addition of the yellow Maintenance Access Only chain. The other side of the ITC Stacker/Loader Table has also been identified as Maintenance Only. All non-maintenance personnel are restricted from these areas. In the event of a jam occurrence within the ITC Stacker/Loader Area, please notify a maintenance employee immediately.

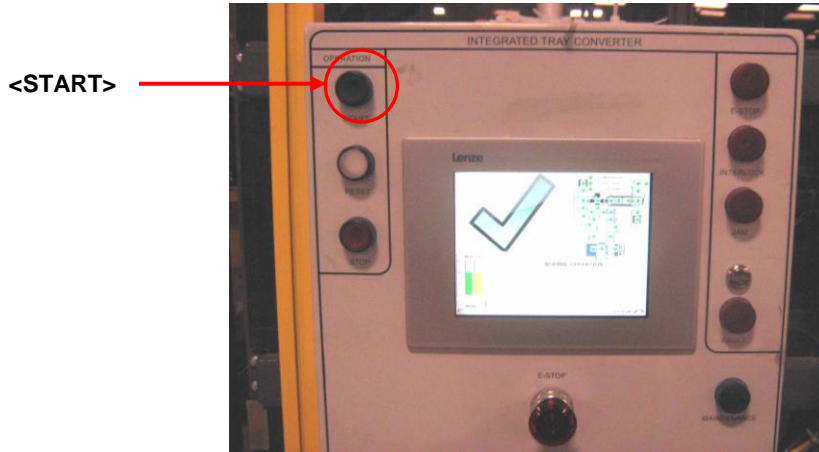


Maintenance Access Only Area

I would like to emphasize that these instructions apply to **ONLY jams occurring in the ITC and Stacker/Loader Area of the FSS machine.** All other jams will continue to be the responsibility of the machine operators. In the event that the operators are unable to remove the jam their supervisor should be notified, or contact a maintenance employee.

Deactivation of ITC Control Panel Start Up Button

As an additional safety measure for clearing ITC Stacker/Loader jams the “**Start Button**” on the ITC Operator Control Panel has been disabled. The FSS machine can only be restarted after a ITC Stacker/Loader jam by a maintenance employee by using “**Start Button**” on the maintenance Control Panel located inside the chained off restricted area of the ITC.



ITC Operator control Panel

I would like to thank all of you today for your attention with recognizing the importance of this discussion. While it is important to ensure all jams are cleared promptly, it is of the utmost importance to ensure we are all using the recommended safety instructions. Communication with your supervisor, maintenance staff and fellow employees will provide a safer working environment.

Please ensure this document is posted in the FSS area for all employees to view.