

Lofthouse Caser Responsibilities



Required PPE

- You must wear an approved hard hat.
- You must wear safety glasses with non-removable side shields.
- You must have non-slip/non-skid steel toed shoes.
- You must wear gloves designed for casing. (not blue latex gloves)

Casing
Gloves



Training

- It takes approximately 1-2 hours of training to learn the job and build up your speed.
- Concentrate on performing the job the correct way on your first day of working in the Casing Area.
- Once you know how to perform the Casing Job the safe and correct way, you can work on getting faster.



Terminology

The plastic case the cookies are packed in is called a Clamshell.

Clamshell Label.



A lynx code.



Good Housekeeping

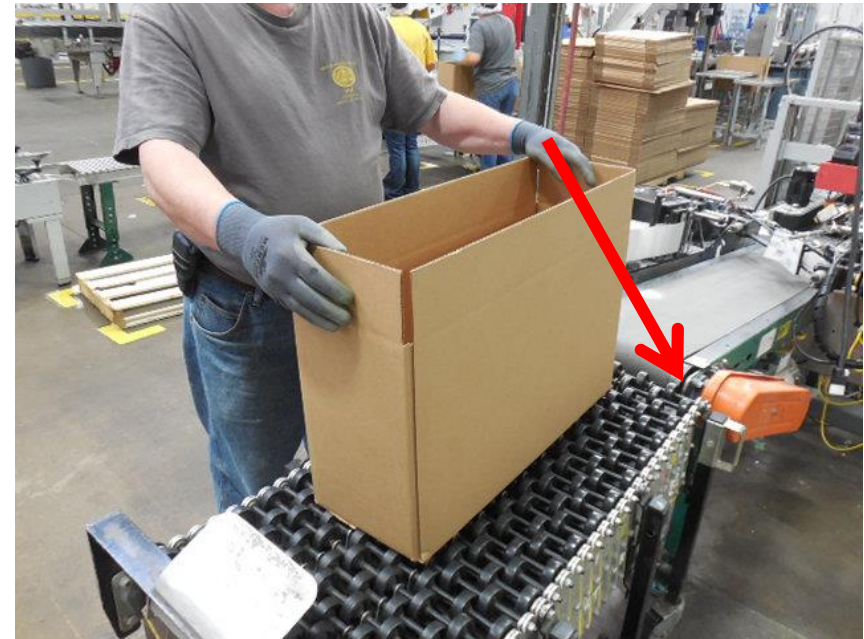
Practice good housekeeping. Keep clamshells, product, cases, etc. up off the floor, and avoid tripping hazards.



Housekeeping
Cart has cleaning
tools

Safety Cautions

Avoid placing hands/fingers near pinch point locations on the conveyors.



Safety Cautions



Do not place your hands past the guarding on the Tape Machine.

You need to keep fingers, hands and arms outside of the guarding.



Your hands should not be inside the Tape Machine, unless it is Locked Out!

Question:

Is it safe to put your hand where the red arrow is?

Select the correct answer



Yes

Wrong Answer

No

CORRECT GOOD JOB!

(Select here to continue)

Ergonomics

Make sure you are physically comfortable at the work station.

Learn how to
pick up two
Clamshells
with one hand



Height of
Roller
Conveyor
can be
adjusted, based
on your height.

Question:

How many clam shells should you learn to pick up with one hand?

Select the correct answer

3

Wrong Answer

4

Wrong Answer

1

Wrong Answer

2

CORRECT GOOD JOB!

(Select here to continue)

How to build cases

1. Build the case starting with the number side upward.



How to build cases (cont.)

2. Fold the right and left flaps down



3. Then fold the long flaps

How to build cases (cont.)

4. Flip the case upside down, so the numbers are on the bottom and are next to the conveyor and the open side is facing up.



Casing

Add the product into the case, according to what the Lead instructs you to do. Some cases take different amounts of clamshells.



You will need to pack at least 3 full cases every minute to keep up with the line speed.

Verify While Casing

Check the clamshell for label and linx print.

Verify the label is centered and the linx is legible



Check for this at least one clamshell every minute

Buddy System – Two Casers

1. Fill the case half-way with clamshells
2. Slide down to the Caser on your right side.
3. The Caser on your right side fills the case with the rest of the clamshells.
4. That Caser then slides the case into the Tape Machine.



Clamshells missing labels,
crooked labels, etc. go here
on the table for rework

Sending a Full Case



Bend all 4 top flaps on the case down.

Slide down the conveyor system to the tape machine.



Ensure both top and bottom tape are applied to the case.

Inspect for Defects



Inspect the cookies for defects (i.e. broken cookies, discoloration, no sprinkles or frosting). Do not place in case if you find defects.



Tape Machine

- If the Tape Machine is not taping the boxes correctly notify the Lead, Label Operator or Palletizer Immediately.



What can go wrong?

What to look for on the clamshell

- No linx print
- No label
- Tape machine not taping cases
- Missing cookies
- Broken Cookies



Question:

Is this clam shell good to ship?

Select the correct answer



Yes

Wrong Answer

No

CORRECT GOOD JOB!

(Select here to continue)

Question:

Is this clam shell good to ship?

Select the correct answer



Yes

CORRECT GOOD JOB!

(Select here to continue)

No

Wrong Answer

What to do if something goes wrong

- Notify your Lead. (dark blue T-Shirt)
- Notify the Label Operator.
- Continue to case Product, do not walk away from the line.
- If product in an entire case is bad place it on the rework pallet.



Injury?

- If you are injured please report it immediately.
- Four EMT's and over 60 First Responders can provide aid to you.
- Report the injury to your Lead or Supervisor immediately after it takes place.



Note

- Lofthouse has Anhydrous Ammonia on site.
- Lofthouse has a Process Safety Management Program in place to assist in managing the Anhydrous Ammonia.
- Lofthouse is required by law, to let you know they have Anhydrous Ammonia on their site.

Question:

What is not a PPE Requirements for a Caser?

Select the correct answer

Hard Hat &
Packing gloves

Wrong Answer

Plastic apron/Face
shield

CORRECT GOOD JOB!

(Select here to continue)

Non-Slip/Non-Skid
Steel Toe Shoes

Wrong Answer

Safety Glasses
with Side Shields

Wrong Answer

Question:

If you are injured what should you do?

Select the correct answer

Nothing, just keep working.

Wrong Answer

Leave and go directly to the doctor.

Wrong Answer

Notify your Lead or Supervisor.

CORRECT GOOD JOB!

(Select here to continue)

Stop the line and tell the employees around you.

Wrong Answer

Question:

When building a case, what should face up toward you when you start to build the case?

Select the correct answer

A taped box

Wrong Answer

A box with the numbers facing toward you

CORRECT GOOD JOB!

(Select here to continue)

The small end of the box

Wrong Answer

The box on it's side

Wrong Answer

Question:

Why Are Casers required to wear gloves?

Select the correct answer

So their hands don't get dirty.

Wrong Answer

So their hands don't touch the cookies.

Wrong Answer

So their hands are not cut from the cardboard cases.

CORRECT GOOD JOB!

(Select here to continue)

None of the above.

Wrong Answer

Any questions please ask your
recruiter???

