JAMES B. BEAM
DISTILLING CO.

BARREL HANDLING AND TRAINING DEVELOPMENT

TODAY'S AGENDA

JAMES B. BEAM DISTILLING CO.

- Developing a Training Program
- Creating Work Instructions
- Creating Job Hazard Analysis (JHA)
- Developing a Designated Training Space
- Standardizing Processes and Procedures
- Training Topics
- Developing a Training Schedule
- Equipment & Tools
- Developing a Mentor Program
- Mentor Schedule
- Evaluation Process
- Implementing Training Techniques
- Molding and Shaping to Fit Needs

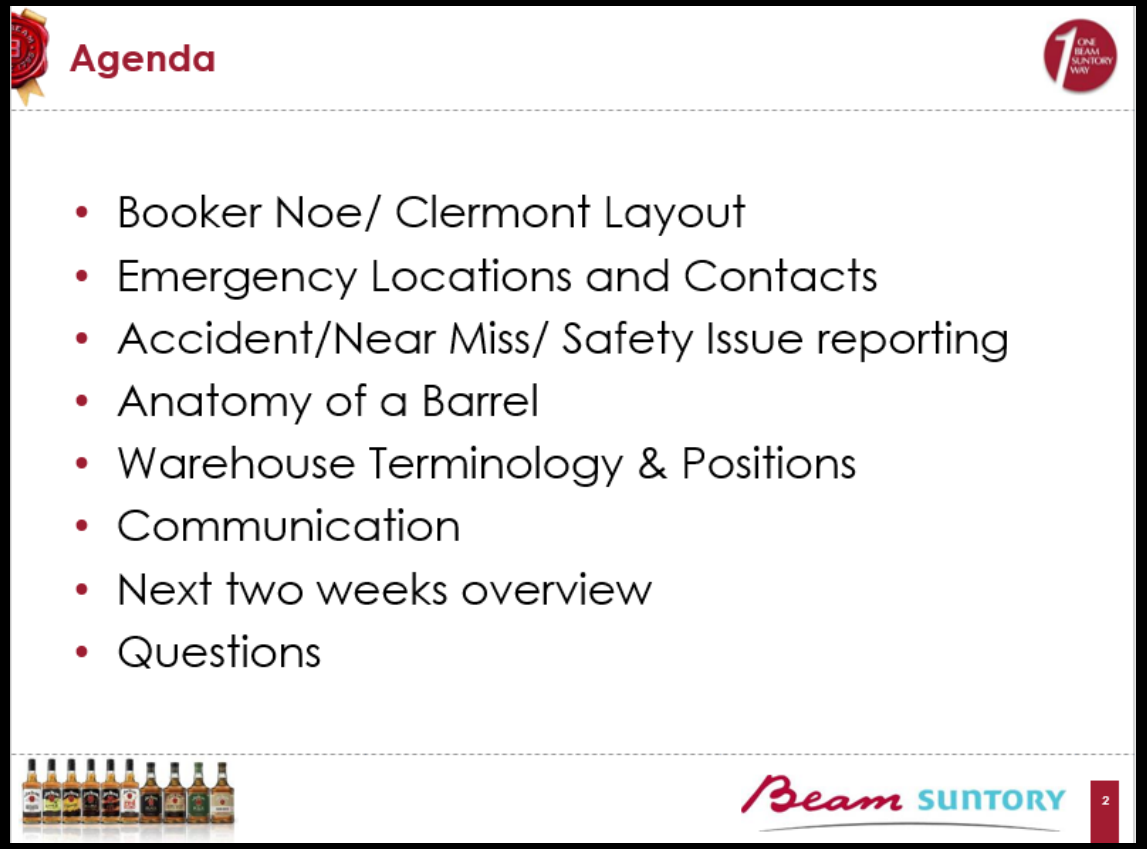

JIM BEAM
BEAM FORMULA
STANDARD SINCE 1795
KY Warehouse
Safety Team

DEVELOPING A TRAINING PROGRAM

JAMES B. BEAM DISTILLING CO.

Where to begin???

- Identifying training materials and topics
- What job and task
- Create training space
- Developing a schedule
- Creating work instructions
- Looking at job hazard analysis
- Identifying risks
- Who needs this training?
- Training for existing employees



WAREHOUSE OPERATOR TRAINING PROGRAM

JAMES B. BEAM DISTILLING CO.

- Highest number of people are in this position in the department
- Job with the most risk in the department
- Every employee in the department is required to perform this work

CREATING WORK INSTRUCTIONS

JAMES B. BEAM DISTILLING CO.

- Step by step instructions on how to perform each task
- Each step is accompanied by a picture for reference

Beam SUNTORY

WI-01537 - Rick Runner Position	
Department:	Warehouse
Equipment:	Ricker
PPE	Safety Glasses, Gloves, Steel Toe Boots
Tools	Cutting Bar, Chocks
Created by:	KY WSHE Safety Team
Purpose	The purpose of this Work Instruction is to standardize the process in which we properly move barrels in to and out of the rick.

Rick Runner

1	Enter catwalk between ricks. *(Note: Be cautious of foot placement, catwalks vary in size. If at any time you feel that a board is unsafe, report issue to supervisor immediately.)*
2	Walk to the very back of the catwalk and place a chock at the end of the rick being filled.
3	Once setter has released barrel in the rick, roll barrel to the destination. When rolling the barrel in the rick the following should be practiced to move the barrel: • To roll on the first tier, you can either kick the barrel or use your hands to push the barrel. • On the second or third tier, roll the barrel by placing your hand on the back side of the chime, and place your hands between 7 O'clock and 10 O'clock or 2 O'clock and 5 O'clock. *(Note: watch hand position to avoid pinch points)* *(Note: When first barrel has reached the back of the rick, be sure barrel is secure against chock and be prepared for the next oncoming barrel.)*
4	Rick runner needs to communicate the location of the bung to the setter. This should be communicated by the location of the bung in relation to the hands of a clock. The bung should set between 10 O'clock and 2 o'clock.
5	If the barrel starts to become crooked in the rick, use the cutting bar to adjust the direction of the barrel. To adjust the barrel with the cutting bar the following process should be followed: • Place bar under barrel, between the chime and the head hoop. • Use bar to leverage the weight of the barrel off the dunnage slightly. • To push the barrel towards you, push the bar away from the body. • To push the barrel away from you, pull the bar towards the body. *(Note: Most the motion to move the bar will come from the wrist.)*
6	Repeat process step 3-5 until task is complete. *(Note: To maximize space, be sure that all barrels are bilge to bilge in the tier.)*
7	To do ~~reverse~~, use same techniques lined out in this work instruction to take barrels out of the rick.

Beam SUNTORY

Step 1.
Enter catwalk between ricks.

Note: *Be cautious of foot placement, catwalks vary in size. If at any time you feel that a board is unsafe, report issue to supervisor immediately.*

Step 2.
Walk to the very back of the catwalk and place a chalk at the end of the rick being filled.

Step 3.
Once setter has released barrel in the rick; roll barrel, while maintaining the barrel is straight in the rick, to the destination in the rick. When rolling the barrel in the rick the following should be practiced to move the barrel:

- To roll on the first tier, you can either kick the barrel or use your hands to push the barrel.
- On the second or third tier, roll the barrel by placing your hand on the back side of the chime, and place your hands between 10 O'clock and 2 O'clock. *(Note: watch hand position to avoid pinch points)*

Note: *When first barrel has reached the back of the rick, be sure barrel is secure on chalk and be prepared for oncoming barrel.*

CREATING WORK INSTRUCTIONS

JAMES B. BEAM DISTILLING CO.

Warehouse Operator (CL)

Job Task:	Hoist Position	Aisle Position	Setter Position	Rick Runner Position	Catching Position	Flatbed Operation	Loading/Unloading Rail	Pulling Bungs	Selecting Barrels
Responsibilities:	Advancing barrels from the hoist or escalator to the Aisle position.	Receiving barrels from the Hoist position.	Receiving barrels from Aisle position.	Rolling barrels from the front of the tier to the back and vice versa.	Setting up Lowerator/Ricker properly.	Loading/unloading barrels properly.	Loading barrels into trailer properly.	Selecting which line of barrels to start dumping.	Ensuring barrels are completely empty.
	Receiving barrels from the Aisle position to be loaded.	Advancing barrels to the next Aisle position.	Properly using Ricker.	Making sure barrels are secured from rolling out of the back of tier.	Receiving barrels from the Rick Runner.	Securing loaded barrels properly.	Unloading barrels out of trailer properly.	Drilling the bung out of the barrel.	Putting bung in open hole before loading on truck.
	If applicable, removing or applying elevator fall protection.	Receiving barrels from the Aisle position.	Clocking barrels to correct time.	Making sure barrels are properly loaded in tier.	Advancing barrels to Aisle position.	Safely driving the flatbed truck.	Securing barrels once trailer is loaded.	Adding breather tube.	
		Advancing barrels to Hoist position.	RFID tag must face elevator.	Ensuring the person catching barrels is ready to receive barrels.				Turning pump on and off.	
		Advancing barrels to the Setter.	Making sure that all barrels are secure in the rick once desired amount has been reached.					Cleaning char out of the trough.	
		Protecting Setter from oncoming barrels.							

Warehouse Class A (CL)

Job Task:	Barrel Filling	Cutting/Proofing Tanks	Loading Tankers	Coopering Barrels	Escalator Operating	Rinsing Barrels	Stapler Operation	Single Barrel Dumping
Responsibilities:	Setting up stencil machine with proper date and tank	Ensuring the Distillery is pumping liquid into the correct tank.	Using Carabis system properly.	Ensure barrels are not leaking.	Filling out pre-operation check sheet.	Opening and closing valves when necessary.	Setting up staple machine.	Ensuring correct barrels are being dumped
	Opening and closing correct valves.	Cutting the tank of liquid to the correct proof.	Setting up batch machine to correct amout of liquid to be loaded.	Fix any leaking barrels.	Using proper fall protection.	Removing breather tubes from barrels.	Ensuring barrel are being tagged and stapled	Working with Processing operator to dump barrels.
	Filling barrels.	Filling out the paperwork correctly.	Filling the tanker.	If leak is beyond repair, empty liquid into a new barrel.	Running the Escalator.	Rinsing barrels once they've been dumped	Correcting machine when running improperly.	Use handheld pump to dump barrels.
	Putting in bung once	Use Denisity Meter to	Closing up tanker.	Ensuring stamp has	Loading barrels into	Ensure proper rinse		Work with Warehouse

CREATING JOB HAZARD ANALYSIS (JHA)

JAMES B. BEAM DISTILLING CO.

A Job Hazard Analysis (JHA) was created for every Work Instruction

JHA Section 4: Job Hazard and PPE Evaluation			
The Job Hazard/ PPE Evaluation documents all foreseeable hazards associated with the *Job or Procedure*, and list all recognized controls to mitigate the hazards along with any required PPE to be used in the *Job or Procedure*.			
Job Steps *(List each step individually)*	**Potential Hazards** *(List each potential hazard associated with the job duty.)*	**Control** *(List the method of control or mitigation for each risk.)*	**PPE Requirement** *(List any required PPE to ensure the success of the control, be specific. i.e. type of respirator cartridge, type of glove, etc.)*
Verify the plate is at its lowest position.	• Potential for the machine to tip over on top of the employee. • Could hit head on sprinkler system, lighting or other low hanging items in warehouse.	• Be sure plate is in lowest position before moving. • Verify the ricker is unplugged before moving throughout warehouse. • Be cautious of surroundings.	• Safety Glasses • Steel-Toed Shoes • Leather, or Cut-Resistant Gloves
Move ricker by pushing or pulling to designated area	• Ricker has potential to fall back on employee. Be sure to utilize the third wheel in the back when moving. • Could pinch finers/hand on dunnage when moving ricker in aisle way.	• Use foot to stabilize ricker while braking it back. • Be sure that the hand closest to the rick is on top of the ricker when moving and that the other is on the handle of the ricker.	• Safety Glasses • Steel-Toed Shoes • Leather, or Cut-Resistant Gloves
Verify the ricker is plugged in.	• Cord from electrical plug could cause a trip hazard.	• Be sure cord is hung on dunnages on aisle way or push cord as far out of the aisle as possible.	• Safety Glasses • Steel-Toed Shoes • Leather, or Cut-Resistant Gloves
Push control lever away from operator and lower plate to lowest position.	• Lowering plate could crush foot.	• Be cautious of foot placement when in motion.	• Safety Glasses • Steel-Toed Shoes • Leather, or Cut-Resistant Gloves
Receive barrel and roll on to ricker plate.	• Employee could be hit by barrel if not paying attention. • Fingers/Hand can be pinched between ricker and barrel chime.	• Always look the direction that the barrel will be coming from. • Communicate with crew members when you are ready for a barrel. • Be cautious of hand placement when pushing barrel onto ricker plate.	• Safety Glasses • Steel-Toed Shoes • Leather, or Cut-Resistant Gloves
Clock and set barrel.	• Pinch points with dunnage and barrel when clocking.	• SEE Setter Position JHA	• Safety Glasses • Steel-Toed Shoes • Leather, or Cut-Resistant Gloves
Align barrel to dunnage rails evenly.	• Barrel can fall off ricker plate and crush employee.	• Keep hands on barrel always while on the ricker	• Safety Glasses • Steel-Toed Shoes

DEVELOPING A DESIGNATED TRAINING SPACE

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Clermont and Booker Noe each have their own training space

CLASS A'S – OTR DRIVER – FORKLIFT OPERATOR

JAMES B. BEAM DISTILLING CO.

Warehouse Job Positions:

- Warehouse Operator
- Warehouse Class A
- Warehouse Forklift Operator
- Warehouse OTR Driver

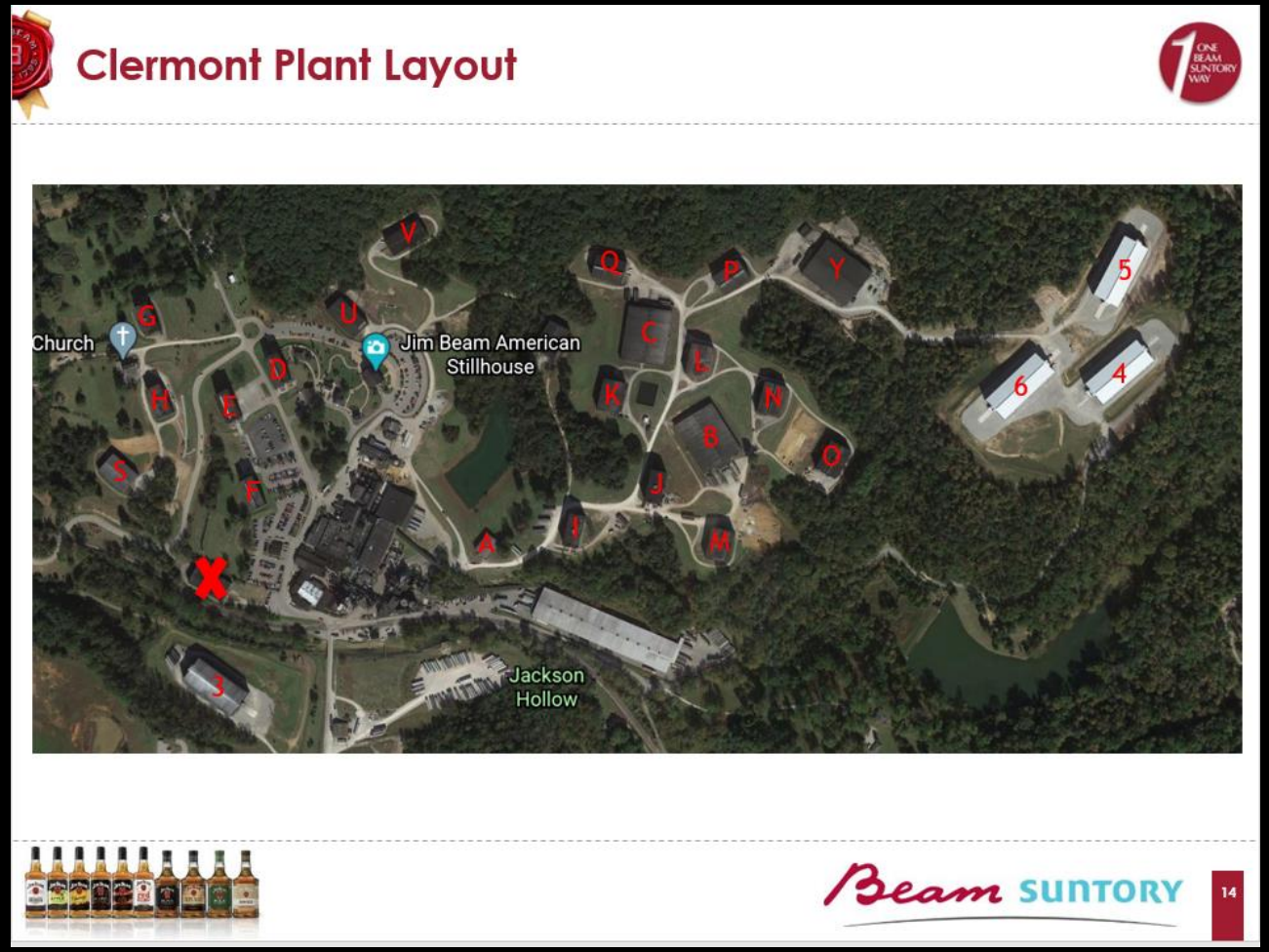
Every employee that takes a job in the Warehouse Department is required to go through the Warehouse Training Program.

Class A Operators, Forklift Operators and OTR Drivers receive OJT for their specific position after they have completed the Warehouse Operator training

WAREHOUSE ORIENTATION

JAMES B. BEAM DISTILLING CO.

- Reporting emergencies
- Emergency locations
- Accident/Incident/Near Miss reporting and investigation
- Plant layouts and maps
- Warehouse styles
- Engineering standards and remediation
- Infrastructure and upgrades
- Terminology
- Equipment, tools and machinery
- Paperwork and documentation
- Policies and procedures
- PPE requirement
- Training schedule
- Mentor Program
- Plant walk-through



DEVELOP A TRAINING SCHEDULE

JAMES B. BEAM DISTILLING CO.

Day 1 - Warehouse Safety Orientation

- ❑ Booker Noe/Clermont warehouse layout
- ❑ Emergency Locations and Contacts
- ❑ Accident/Near Miss/Safety Issue Reporting
- ❑ Anatomy of a Barrel
- ❑ Anatomy of a Rick
- ❑ Warehouse Terminology & Work Positions
- ❑ Two Week Overview
- ❑ Demonstration/Training on how to spin barrel
- ❑ Brief discussion on Clocking the barrel (number system)

Day 2 - 5 Warehouse barrel handling training (training rick)

- ❑ Continue with learning how to clock barrel
- ❑ Learn how to move/operate a ricker and lowerator
- ❑ Setting barrels in 1,2,3 high tiers
- ❑ Regauging barrels out of 1,2,3 high tiers
- ❑ How to recover a down barrel in rick
- ❑ How to kick/adjust barrel in aisle

TRAINING

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IMPLEMENTING TRAINING TECHNIQUES

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- ❑A bulk of our training techniques are hands on training from start to finish.
  - It is hard to learn how to roll a barrel without touching it.
- ❑We also use visual learning where applicable.
  - Showing how to do certain tasks
- ❑Positive re-enforcement
  - We will take trainees to functioning crews and show how what they are learning is being used in the job itself.

MOLDING AND SHAPING TO FIT NEEDS

JAMES B. BEAM DISTILLING CO.

- These techniques change because of trainees' knowledge, personality, and level of engagement.
  - Previous knowledge on how to handle barrels.
  - Attitude towards learning new tasks, are they processing the information being given to them?
  - Getting each trainee engaged and keeping them engaged.
- Through our training we are giving a lot of information at one time, that's why it is imperative to make sure the trainee is adequately processing the given information. We may have to slow down and take more time on certain topics. As a trainer, it seems that we are always changing training techniques.

DEVELOPING A MENTOR PROGRAM

JAMES B. BEAM DISTILLING CO.

Kentucky Warehouse Safety Team met with Warehouse Supervision to create an On Job Training (OJT) Program. Out of this meeting certain guidelines to become a mentor were established. Mentors are chosen with several different aspects in mind. Our focus was to take employees who volunteered, positive attitude, have a good work ethic, attendance, and have worked in all areas required for a warehouse operator.

<u>Key Criteria:</u>

- ❑ Mentor Expectations
  - Mentor must be able to perform all work within the warehouse operator position
  - Mentors must have good attendance and not have any disciplinary action on their record
  - Being a mentor is 100% voluntary
  - Mentor must be willing to give up seniority while mentoring a new hire

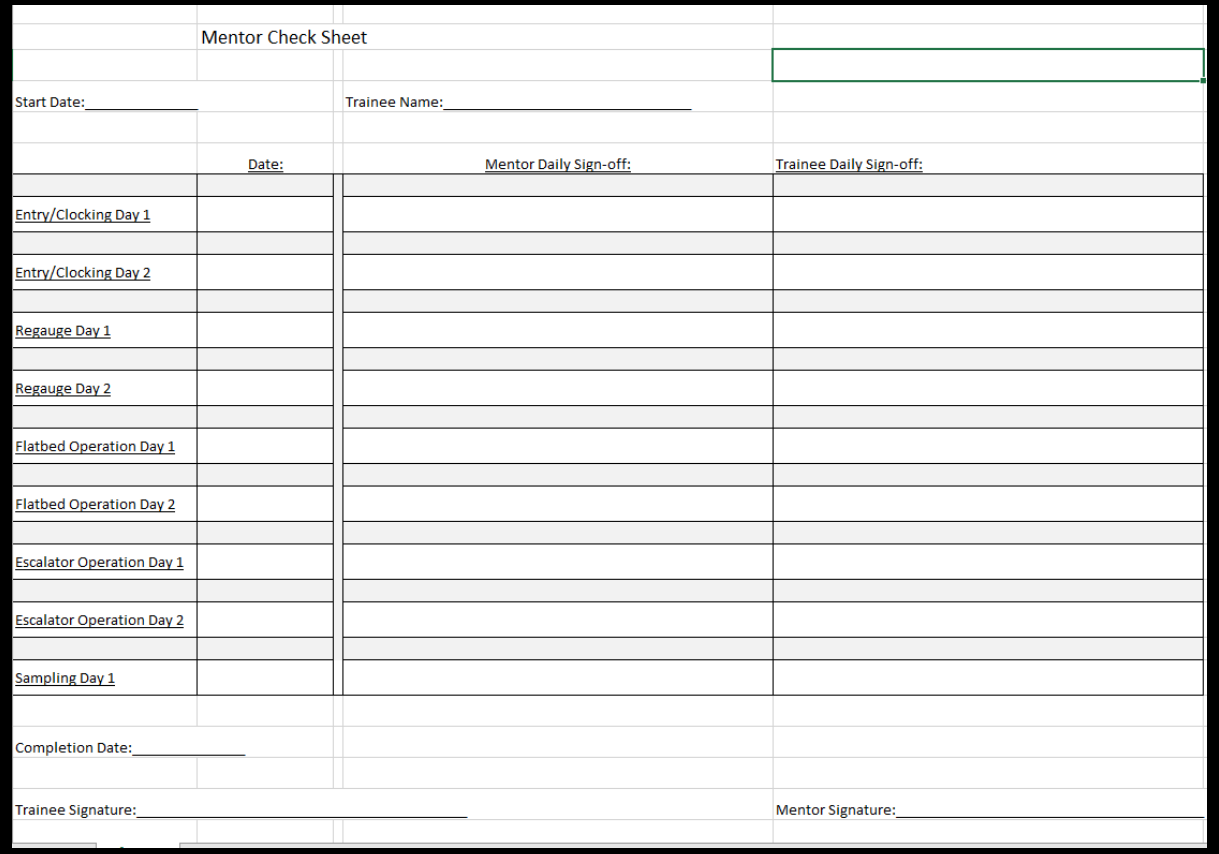
MENTOR SCHEDULE

Mentor Training is at least 5 – 10 days (depending on improvement of new hire)

Training days consist of:

- ❑ 2 Days of Regauge
- ❑ 2 Days of Entry
- ❑ ½ of a day unloading barrels at BMAX Trailers
  (BMAX is where we dump barrels when they are of age)
- ❑ ½ of a day loading Maker's Mark Trailers (if being operated)

If more training is needed in an area, the mentor can request to stay with the trainee for additional days.



Mentor Check Sheet

Start Date:_____ Trainee Name:_____

	Date:	Mentor Daily Sign-off:	Trainee Daily Sign-off:
Entry/Clocking Day 1			
Entry/Clocking Day 2			
Regauge Day 1			
Regauge Day 2			
Flatbed Operation Day 1			
Flatbed Operation Day 2			
Escalator Operation Day 1			
Escalator Operation Day 2			
Sampling Day 1			

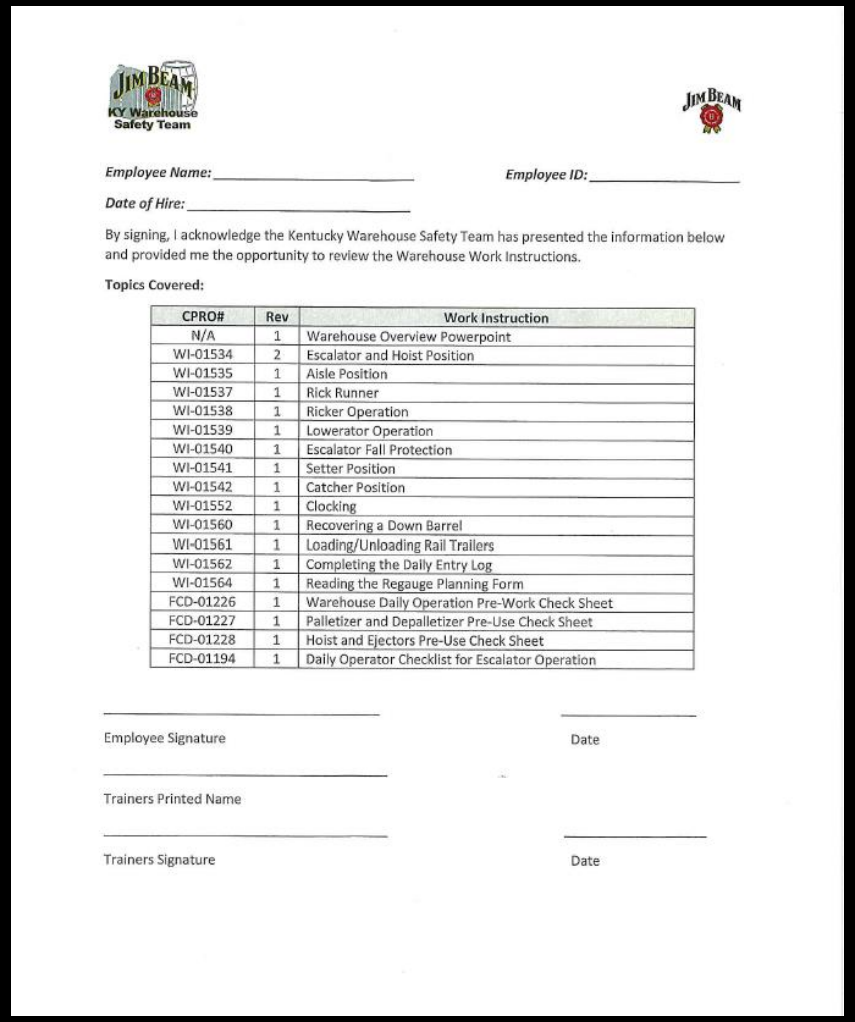
Completion Date:_____

Trainee Signature:_____ Mentor Signature:_____

TRAINING DOCUMENTS

JAMES B. BEAM DISTILLING CO.

Work Instruction Sign-off



JIM BEAM KY Warehouse Safety Team

Employee Name: _____ *Employee ID:* _____

Date of Hire: _____

By signing, I acknowledge the Kentucky Warehouse Safety Team has presented the information below and provided me the opportunity to review the Warehouse Work Instructions.

Topics Covered:

CPRO#	Rev	Work Instruction
N/A	1	Warehouse Overview Powerpoint
WI-01534	2	Escalator and Hoist Position
WI-01535	1	Aisle Position
WI-01537	1	Rick Runner
WI-01538	1	Ricker Operation
WI-01539	1	Lowerator Operation
WI-01540	1	Escalator Fall Protection
WI-01541	1	Setter Position
WI-01542	1	Catcher Position
WI-01552	1	Clocking
WI-01560	1	Recovering a Down Barrel
WI-01561	1	Loading/Unloading Rail Trailers
WI-01562	1	Completing the Daily Entry Log
WI-01564	1	Reading the Regauge Planning Form
FCD-01226	1	Warehouse Daily Operation Pre-Work Check Sheet
FCD-01227	1	Palletizer and Depalletizer Pre-Use Check Sheet
FCD-01228	1	Hoist and Ejectors Pre-Use Check Sheet
FCD-01194	1	Daily Operator Checklist for Escalator Operation

_____ _____

Employee Signature Date

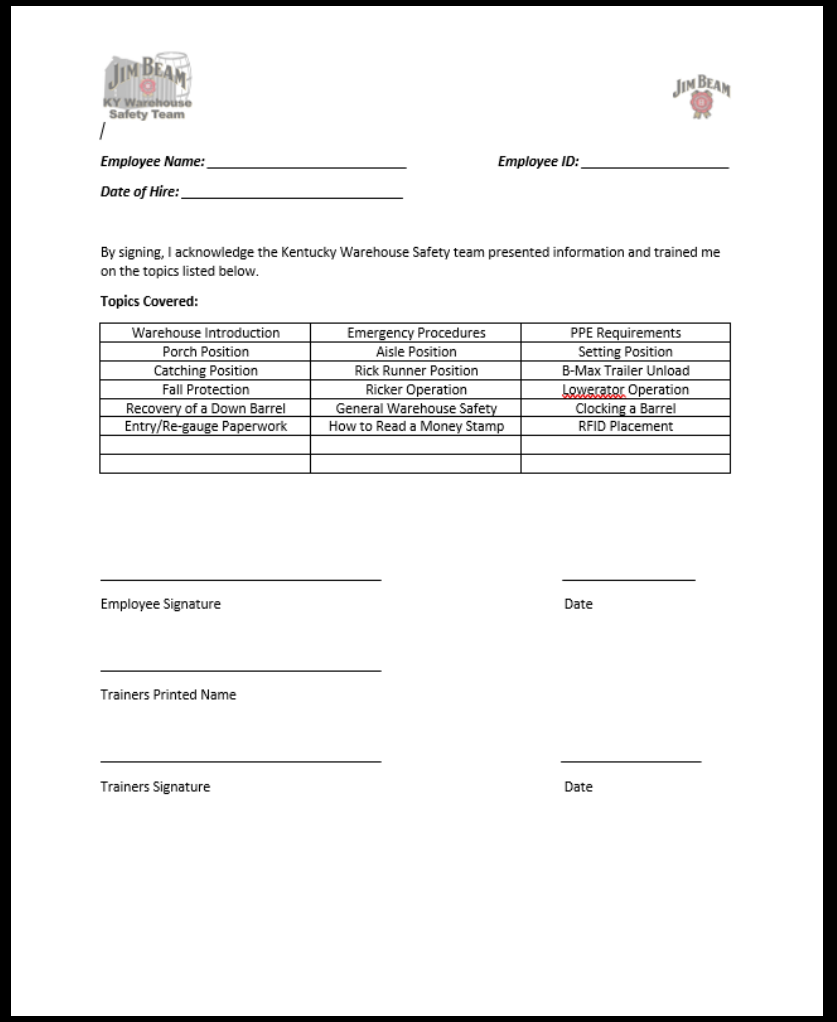
_____

Trainers Printed Name

_____ _____

Trainers Signature Date

Training topics Sign-off



JIM BEAM KY Warehouse Safety Team

Employee Name: _____ *Employee ID:* _____

Date of Hire: _____

By signing, I acknowledge the Kentucky Warehouse Safety team presented information and trained me on the topics listed below.

Topics Covered:

Warehouse Introduction	Emergency Procedures	PPE Requirements
Porch Position	Aisle Position	Setting Position
Catching Position	Rick Runner Position	B-Max Trailer Unload
Fall Protection	Ricker Operation	Lowerator Operation
Recovery of a Down Barrel	General Warehouse Safety	Clocking a Barrel
Entry/Re-gauge Paperwork	How to Read a Money Stamp	RFID Placement

_____ _____

Employee Signature Date

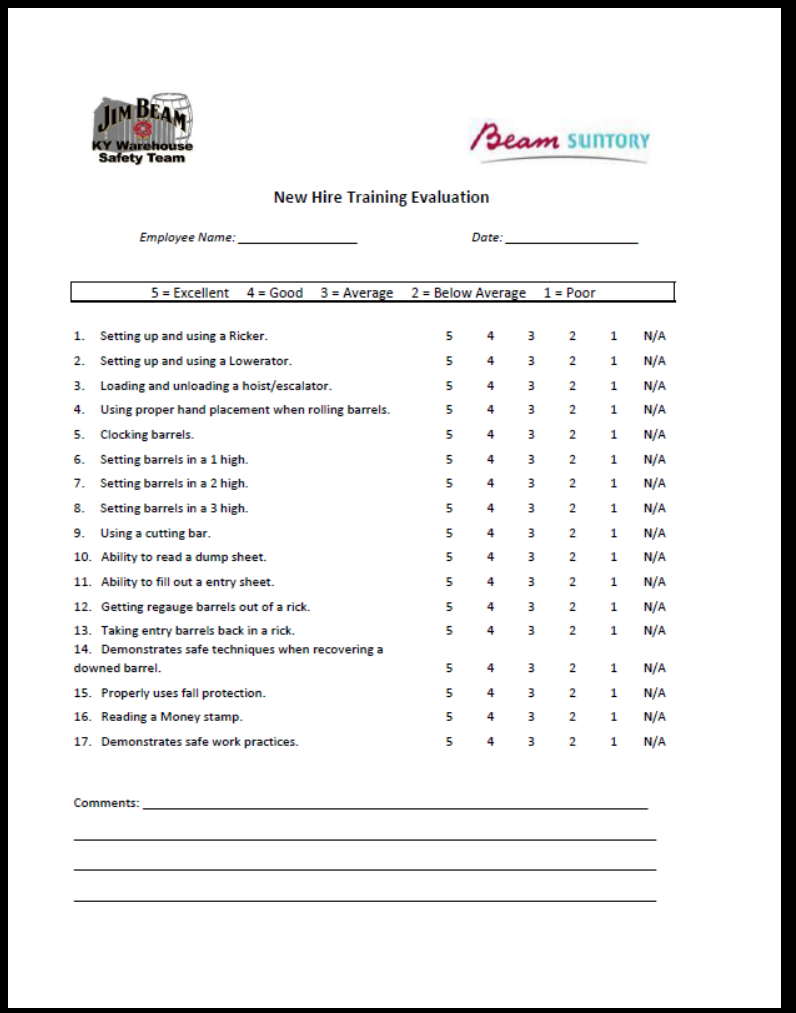
_____

Trainers Printed Name

_____ _____

Trainers Signature Date

Training Evaluation



JIM BEAM KY Warehouse Safety Team

Beam SUNTORY

New Hire Training Evaluation

Employee Name: _____ *Date:* _____

5 = Excellent 4 = Good 3 = Average 2 = Below Average 1 = Poor

1. Setting up and using a Ricker.	5	4	3	2	1	N/A
2. Setting up and using a Lowerator.	5	4	3	2	1	N/A
3. Loading and unloading a hoist/escalator.	5	4	3	2	1	N/A
4. Using proper hand placement when rolling barrels.	5	4	3	2	1	N/A
5. Clocking barrels.	5	4	3	2	1	N/A
6. Setting barrels in a 1 high.	5	4	3	2	1	N/A
7. Setting barrels in a 2 high.	5	4	3	2	1	N/A
8. Setting barrels in a 3 high.	5	4	3	2	1	N/A
9. Using a cutting bar.	5	4	3	2	1	N/A
10. Ability to read a dump sheet.	5	4	3	2	1	N/A
11. Ability to fill out a entry sheet.	5	4	3	2	1	N/A
12. Getting regauge barrels out of a rick.	5	4	3	2	1	N/A
13. Taking entry barrels back in a rick.	5	4	3	2	1	N/A
14. Demonstrates safe techniques when recovering a downed barrel.	5	4	3	2	1	N/A
15. Properly uses fall protection.	5	4	3	2	1	N/A
16. Reading a Money stamp.	5	4	3	2	1	N/A
17. Demonstrates safe work practices.	5	4	3	2	1	N/A

Comments: _____

EQUIPMENT AND TOOLS

JAMES B. BEAM DISTILLING CO.

Lowerator

Piece of equipment used to help lower a barrel out of a tier during regauge.

Ricker

Piece of equipment used to help raise a barrel up to a tier for entry.

EQUIPMENT AND TOOLS

JAMES B. BEAM DISTILLING CO.

Alfred Plate

Clermont bar

Boston bar

EQUIPMENT AND TOOLS

Ejectors

Cooperage tools

EQUIPMENT AND TOOLS (MAKER'S MARK)

JAMES B. BEAM DISTILLING CO.

REFRESHER TRAINING

JAMES B. BEAM DISTILLING CO.

Refresher training was conducted for all employees prior to the creating of the training program.

JIM BEAM KY Warehouse Safety Team

Beam SUNTORY

Annual Refresher Schedule

- **Aisle**
  - Proper hand placement when moving or stopping a barrel.
    - Keeping hands clear of hoops when stopping barrel.
  - Proper starting and stopping techniques.
    - Get a barrel started using just hands.
    - Get a barrel started with hand then using feet.
    - Get a barrel started using feet only.
  - Ensure the employee has an escape route
- **Setting (Entry)**
  - Properly moving and using a ricker.
    - Making sure ricker is turned off.
    - Proper hand placement.
    - Setting ricker to correct level.
  - Clocking barrels into time.
  - Entering barrels into 1 high.
    - Each employee will set 3 barrels.
    - Proper hand placement when pushing barrel in.
    - Never kick barrel without barrels immediately below.
  - Entering barrels into 2 high.
    - Each employee will set 3 barrels.
    - Proper hand placement when pushing barrel in.
  - Entering barrels into 3 high.
    - Each employee will set 3 barrels.
    - Proper hand placement when pushing barrel in.
- **Rick Running**
  - Using cutting bar.
  - Proper hand placement.
  - Rolling barrels through the rick.
  - Getting up a downed barrel.
  - Chock placement.

REFRESHER TRAINING

JAMES B. BEAM DISTILLING CO.

Classroom Topics:

- Emergency procedures
- Accident/Incident/Near miss reporting
- Company vehicle policies
- Entering and exiting warehouse procedures
- Daily check sheets
- Employee responsibilities
- PPE requirements
- New hire training schedule and agenda

Hands-on Training as well at the designated training rick.

IMPLEMENTING TRAINING PROCESSES AT DIFFERENT FACILITIES

JAMES B. BEAM DISTILLING CO.

Kentucky WHSE Safety Team

- Integral part of implementation of WHSE training at Maker's Mark
  - All the foot work was already completed!
  - Used their training to begin WHSE safety training for New Hires
  - Met several times to share training ideas and help form training.

IMPLEMENTING TRAINING PROCESSES AT DIFFERENT FACILITIES

JAMES B. BEAM DISTILLING CO.

1. Meetings with Maker's Mark SWAT (Safety With All Teams)
    I. What is SWAT?
        I. Cross-functional team
        II. Full-time dedicated team to H&S
        III. Evolved over time to include Environmental and Continuous improvement.

IMPLEMENTING TRAINING PROCESSES AT DIFFERENT FACILITIES

JAMES B. BEAM DISTILLING CO.

- Mentorship
  1. Selection process
     - Dedicated
     - Safe
     - Patient
  2. Time with Mentors at least 2 weeks
  3. Evaluations
     - Based on evaluations, Mentors determine if New hire is ready to be released for full duty.
     - New hires can request more time if they feel they aren’t comfortable

IMPLEMENTING TRAINING PROCESSES AT DIFFERENT FACILITIES

JAMES B. BEAM DISTILLING CO.

New Hire Training

IMPLEMENTING TRAINING TECHNIQUES

JAMES B. BEAM DISTILLING CO.

Training

1. Feedback from New hires and Tenured EE's (Training Schedule)
2. Development of pre/post test to show effectiveness of training.
3. New Barrel plate created to teach New Hires how to spin and clock a barrel.

MODIFYING THE TRAINING SCHEDULE

JAMES B. BEAM DISTILLING CO.

New Warehouse Employee Training Schedule

Day 1

- Walk them through the different buildings located around the campus.
- Show them the different warehouse sites in Loretto
- Pre-Test
- Explain the process of entering a warehouse (Turning on the electric if applicable, Disarming the alarm)
- Explain parts of the warehouse
  - Fire Escapes & Fire Extinguisher
  - Parts of a Rick (Post, Rails, Chocks, Pinch Points)
  - Hoist & Limit Switches
  - Track
  - Parts of a barrel
  - Walking Surfaces and Head Clearance
  - Explain functions of Ricker and Lowerator
- PPE
  - Gloves, Safety Toed Boots, Counterweight Chocks
- Explain the process of Clocking a Barrel

Day 2

- Continue the process of Clocking a Barrel
- Explain and demonstrate the proper hand placement when entering a barrel into the A-tier of the rick
- Explain and demonstrate setting up Lowerator and withdrawing barrels out of the rick
- Explain and demonstrate setting up Ricker to enter barrels
- Withdrawing barrels out of A-tier and placing barrels properly onto the track.
- Explain and demonstrate how to properly push and kick barrels on the track.
- Have new hire enter and withdraw barrels in the A-tier

Day 3

- Explain and demonstrate the proper technique when entering barrels into the B-tier
- Explain and demonstrate the proper technique when withdrawing barrels out of the B-tier
- How to recover downed barrels in the B-tier
- How to set up the counterweight chock
- How to set up chocks on the backside of the tier
- Have new hire enter and withdraw barrels in the B-tier

Day 4

- Explain and demonstrate the proper technique when entering barrels into the C-tier
- Explain and demonstrate the proper technique when withdrawing barrels out of the C-tier
- How to recover downed barrels in the C-tier
- How to roll barrels back into the tier and vice versa (Rick Runner)

Day 5

- How to properly wear a harness
- Explain and demonstrate how to roll barrels from track and load onto the hoist
- Explain and demonstrate how to roll barrels from the hoist onto the track
- How to align barrel on the track
- How to properly push and kick barrel on the track for further distances

New Warehouse Employee Training Schedule

- How to operate kickers on the hoist in newer warehouses

Day 6

- Go to Entry Crew and unload barrels from trailer and load onto the hoist
- Unload barrels from the Hoist and put onto track
- Roll barrels to the Setter (Aisle Position)
- Roll barrels back in each tier (Rick Runner)
- Enter barrels into the Rick (Setter Position)

Day 7

- Go to Withdrawal Crew and load barrels from the track onto the hoist
- Unload barrels from the hoist and load barrels onto the trailer
- Roll barrels back into the trailer
  - How to use rail system and chocking devices
  - Staying behind yellow line in trailer
- Rolling barrels out of the rick to catcher position
- Receiving barrels from the rick and using Lowerator to place onto the track
- Rolling barrels in the Aisle to the Hoist position

Day 8

- Refresher Training
- Review Work Instructions
- Post Test
- Address any areas of uncertainty

JAMES B. BEAM DISTILLING CO.

Refresher Training

- Training for Tenured employees
  1. Yearly refresher
     I. Classroom presentation along with OJT audit.

IMPLEMENTING TRAINING PROCESSES AT DIFFERENT FACILITIES

JAMES B. BEAM DISTILLING CO.

Work Instructions

- Began rewriting work instructions that KWST had provided to suit specific tasks.
- Realized that we wanted something more.
- Created a new template and added JHA to WI so that it wasn’t so everything was on one document.
- Now comes the fun part!
  - Writing WIS
  - EE Feedback
  - Putting in place

IMPLEMENTING TRAINING TECHNIQUES

JAMES B. BEAM DISTILLING CO.

Initial work instructions

- only included step by step for the task.

Beam SUNTORY

WI-01552 – Clocking	
Department:	Warehouse
Equipment:	Ricker
PPE	Safety Glasses, Gloves, Steel Toe Boots
Tools	Barrel
Created by:	KY WSHE Safety Team
Purpose	The purpose of this Work Instruction is to standardize the process in which an employee ensures the bung it set between the times of 10 o'clock and 2 o'clock in the rick.

PROCEDURE	
1	Receive barrel and roll on to the ricker plate.
2	To set the time of the barrel, you will need to imagine the barrel as a clock (Appendix A). The bung up represents the noon position and the lower times of the clock will be closer to the rick.
3	For all barrels in the rick to be bung up, you must determine the time for each barrel to be set to when it enters the rick. Be sure to keep the below in mind: • number of barrels that a tier can hold. This number can vary in each warehouse. • and how many barrels are already in the rick. The clocking charts will help you determine which number you will need to begin with. For example: If you are putting away in a rick that can hold 20 barrels, there are already 5 barrels in the rick and you are going to set and clock the sixth barrel. The barrel should be set to 4 o'clock when it enters the rick.
4	To set the time of the clock, the barrel needs to be rotated to coordinate the bung position to the appropriate time. To rotate the barrel, do the following: • Spin the barrel on the bilge • While spinning the barrel, rotate the barrel to position the bung at the appropriate time. • If bung is within two hours of needed time; rock the barrel from side to side, while positioning bung to appropriate time. ***Note:*** *Reference appendix B to determine what time to set barrel. Hands on training will be required to learn how to properly set barrels.*
5	Once you have clocked the barrel you can then proceed to place it in the rick.

IMPLEMENTING TRAINING TECHNIQUES

Work instruction was created to include the Job Hazard Analysis (JHA)

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Maker's Mark

Coopering Barrels for Maker's 46

Department:	Warehouse
Equipment:	Barrel, Staves
PPE	Steel/Composite toe boots, Gloves (Memphis Predators, Maxi-Cut Ultra AKA bottling gloves)
Tools	Hoop Driver, 3LB. Hammer, Flat Bar, Sharpie, Paint Brush, Ink Roller, Geon
Created by:	SWAT

Purpose	The purpose of this work instruction is to standardize the process in which barrels are coopered for Maker's 46.

	PROCEDURE	PICTURES	HAZARDS	CONTROLS
1	Use Sharpie marker to mark chime of barrel and head for alignment. Note: This ensures that the head is placed correctly back into barrel after insertion of French Oak staves.		1. Sharp objects (Wood splinters)	1. Gloves (Memphis Predator, MaxiFlex ultimate)
2	Place hoop driver under the top hoop at approximately 45-degree angle and hit upward on hoop driver with 3LB. hammer.		1. Struck against/by (Smashing fingers with hammer) 2. Sharp objects (Wood/metal splinters) 3. Miscellaneous (Debris from barrel) 4. Ergonomics (Bending) 5. Struck against/by (Falling material)	1. Hand placement on hoop driver 2. Gloves (Memphis Predator, MaxiFlex ultimate) 3. Safety glasses 4. Awareness proper body mechanics 5. Steel/composite toe boots

SHARING BEST PRACTICES

- Best Practice sharing meetings among four Kentucky Plants
  BEST, BOOST, and SWAT Teams
  - 8 hours
  - GEMBAS
  - WHSE training
  - Incident investigations
  - Safety Implementations

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QUESTIONS???