



# Reichel Foods, Inc.

## Employee Warning Notice

W

### Employee Information

Date: 4/2/2024  
 Employee Name: Jacob Back  
 Job Title: Warehouse  
 Manager/Supervisor: Cham Ouk

### Type of Warning

Verbal Warning   
 Written Warning   
 Final Warning

### Type of Offense

Tardiness/Leaving Early   
 Absenteeism   
 Violation of Company Policies   
 Substandard Work   
 Violation of Safety Rules   
 Rudeness to Customers/Coworkers   
 Other

### Details

Description of Incident (Describe incident and list the date, time, and any witnesses present)  
 on March 08 at 6:25pm Jacob was moving trailer without spotter with him, when he backed traier to the door , his trailer hit other trailer that park on the side.

Plan for Improvement:  
 need to have spotter with him every time he move trailer

Consequences of Further Infractions:  
 final warning

### Acknowledgement of Receipt of Warning

By signing this form, you confirm that you understand the information in this warning. You also confirm that you and your manager/supervisor have discussed the warning and a plan for improvement. Signing this form does not necessarily indicate that you agree with this warning.

*Jacob Back*  
 Employee Signature 4-2-24  
 Date

*[Signature]*  
 Manager/Supervisor 4-2-24  
 Date

Witness Signature (if employee understands warning but refuses to sign) Date

## Reichel Straight Truck and Trailer Work Instruction

### 1.0 PURPOSE

To provide instruction for the safe transport and docking of raw products and finished goods while using Reichel commercial vehicles.

### 2.0 SCOPE

This work instruction applies to all employees involved in the transport and loading of raw products and finished goods by use of company forklifts, trucks, and trailers.

### 3.0 DEFINITIONS

None

### 4.0 RESPONSIBILITY

Drivers and warehouse employees are responsible to insure the safe docking and transport of raw products and finished goods at all facilities. The Facilities Mechanic is responsible to complete all necessary repairs on company vehicles and dock locks or schedule required service. Warehouse Manager is responsible to insure implementation and compliance with this work instruction and associated warehouse procedures.

### 5.0 PROCESS

#### 5.1 Post trip inspection

- 5.1.1 Drivers must complete Official Driver's Vehicle Inspection Report at the end of their shift each day for all company vehicles they have operated.
- 5.1.2 Any deficiencies that are found need to be reported to Facilities Mechanic.
- 5.1.3 Drivers at the north Reichel plant will complete the Drivers Daily Checklist throughout the shift (WH0033FO).

#### 5.2 At the start of the shift the driver is responsible to:

- 5.2.1 Communicate any deficiencies related to the safe transport and docking, loading and unloading of company vehicles to the Facilities Mechanic and Warehouse Manager.
- 5.2.2 Get the current production schedule from a supervisor and assess inventory levels.
- 5.2.3 Verify overall working quality of the truck, ensure product road worthy for transportation and ensure padlock is installed on the door when not supervised by the driver.

#### 5.3 Before departure from the dock with a straight truck, the driver/loader/unloader is responsible to:

- 5.3.1 Confirm with all dock employees and driver that the truck has been unloaded and/or loaded and it is OK to be moved.
- 5.3.2 Raise the dock plate.
- 5.3.3 Close the truck door and padlock.
- 5.3.4 Close the overhead door and put up the DO NOT USE sign and safety chain/strap to regulate access to the trailer by warehouse personnel.
- 5.3.5 Turn off dock lock (if applicable).
- 5.3.6 Remove wheel chocks.
- 5.3.7 Driver will move the truck with the assistance of a spotter.

#### 5.4 Anytime a semi trailer is to be moved from the loading dock the driver/loader/unloader is responsible to:

- 5.4.1 Confirm with dock employees and driver that the trailer has been unloaded and/or loaded and it is OK to be moved.
- 5.4.2 Raise the dock plate.
- 5.4.3 Complete items as described in 5.3.4 through 5.3.7.

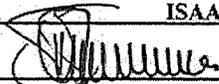
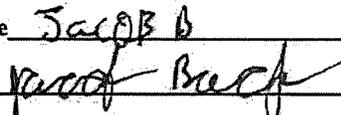
- 5.5 Any straight truck or trailer that will be storing raw products or finished goods in the lot needs to be locked or sealed for security (SQ0016PR).
- 5.6 Raw materials and finished goods should be transported in an acceptable Reichel commercial vehicle between facilities. If absolutely necessary, non-food contact packaging (shippers) and labels/back cards can be hand carried to the plant if covered in plastic. Food contact packaging, food items, and finished products should travel in the truck as designed. In the event of an emergency situation, QA must be contacted so a risk assessment can be conducted.

**6.0 RELATED DOCUMENTS**

SQ0016PR	Reichel Foods Distribution Center Food Plant Security
SF00001FO	Forklift Operator’s Daily Checklist
WH0032FO	Plant Only Loading & Unloading Checklist
WH0033FO	Driver Daily Checklist
	Official Driver’s Vehicle Inspection Report

**7.0 REVISION HISTORY**

Date	Rev Level	Changes
	R1	New
1/21/14	R2	Updated 5.1, 5.2, 5.2.1, 5.2.2, 5.2.3, 5.3, 5.3.1, 5.3.3.1, 5.3.7, 5.4, 5.4.1, 5.4.3, & 6 Added 5.1.3; Drivers Daily Checklist, 5.3.2; Dock plate, 5.3.4; DO NOT USE sign, 5.4.2; Dock plate
7/28/2014	R3	Changed to 5.3.3 & removed of 5.3.3.1
11/17/15	R4	Updated 5.1.1, 5.1.3 Deleted 5.2.1
08/09/17	R5	Added “driver” to 5.3 & 5.4 Added location to header, changed revision number and added trade secret statement to footer.
12/05/17	R6	Addition of padlock on truck when not directly supervised by driver.
7/24/18	R7	Added section 5.6 to insure materials are being transported between facilities in the appropriate Reichel vehicle.
03/01/19	R8	Consolidating 3 documents into one document.

Training Supervisor Name	<u>ISAAC OMBUI</u>	Date	<u>03.26.2019</u>
Training Supervisor Signature		Date	<u>03.26.2019</u>
Trainee Printed Name	<u>JACOB BACK</u>	Date	<u>03.26.2019</u>
Trainee Signature		Date	<u>03.26.2019</u>