



11/22/17

Documentation from supervisor on 11/22/17.

It was noticed that Darrian was standing around most of the morning and had not touched very many pallets. He walked in the office this morning when I was going over the drivers daily plan with Tyler and stood there for a while. I asked if he needed any help or had a question and he asked Tyler if they needed to do a trailer check. Tyler said they will not need to until noon. I then was down later after the startup meeting and when I was putting the paperwork in the mailboxes he had been looking at the daily checklist and shift summary report. I asked him if he needed any help with this and he said no. I showed him that the shift summary should be left outside as it was supposed to be filled out throughout the shift and also showed him that the daily checklist needed to be filled out while he was doing it instead of after or before. He had everything written down at this time but the temperature on the daily checklist and asked if he needed to fill out the PPE portion which I explained that he could put N/A as we did not require hair nets or ear plugs. Ryan noticed after I talked to Darrian he went out by the podium and stood with his hands in his pockets leaning against the railing. I pulled the camera up and he stood there for 10 or so minutes had then walked over and grabbed 4 boxes and then disappeared. I looked at the other cameras and he was back in the office looking at the paperwork. I gave him another 10 minutes of not doing anything with it and then went back down to get the wal mart orders and asked him if he had questions. He said no and told him that it had been noticed several times that he had been standing around and not building. I also told him again that the shift summary needed to be on podium so we could do it through out the shift. I told him that we really needed him to start helping as we had a very busy week. He did not say anything and took the shift summary out. I then went back upstairs. Tyler followed up with me and Darrian has been wandering around and has not built anything. I am watching the cameras and we will be sitting down with him to see if there is anything going on that is preventing him from building or pallet jacking.