

**Job Identification**

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**Employee Name:****Job Title:** Slitter Set-Up Person**Division:** Bailey Metal Processing Limited**Department:** Production**Reports to:** Production Supervisor**Revision Date:****Job Purpose Summary**

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The main purpose of this position is to ensure the uninterrupted throughput of material within Bailey Metal Processing Limited.

This includes but is not limited to the following:

- Meeting schedules
- Working within a team environment
- Ensuring all aspects of work are done with an eye to Safety, Quality & Production

The Set-Up Person is primarily responsible for all activities to do with the Slitting Heads.

Job progression includes Assistant Slitter Operator and Slitter Operator.

**Responsibilities and Accountabilities**

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The responsibilities and accountabilities of the position include but are not limited to the following:

- Review work order specifications to determine proper machine setup for inputting correct sizes into computer
- Interact with other slitting line positions reviewing and applying work order details to slitting line operation
- Set-up person verifies next Production Run with the Operator and/or Supervisor/Manager
- Setting up the head properly based on the set-up computer printout.
- Checking for the proper orientation of the knives after the set-up is finished
- Stripping down the next head before setting up and clean and sort back knives and rubbers into proper locations
- Inspect knives daily for cleanliness and sharpness and organize sets to be sent for sharpening
- Assist Operator to perform visual quality checks of slit edge, coil flatness, and material surface condition (both top and bottom)
- Assist Operator to perform measurement checks of material using calipers, tape measures, and micrometers. Verify measurements fall within an acceptable range of work order specifications.
- Report any and all quality concerns to supervision and management
- Perform all tasks in a safe manner, using good judgement
- Demonstrates good housekeeping and maintaining a clean and safe work environment. This includes keeping all equipment and tooling clean.
- All other duties appropriate to the position as assigned or required

**Working Conditions**

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The individual should be able to work in a fast-paced environment while meeting all safety requirements. The work assigned must be completed correctly and in a timely manner. The individual must physically be able to lift materials up to 50 pounds.

**Safety Requirements**

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- PPE (Personal Protective Equipment) must be worn as recommended. This includes wearing CSA approved steel toe safety shoes at all times. Will also include Safety Glasses, Hearing Protection; arm guards/long sleeved shirt & full length pants. Do not wear loose clothing while operating any machinery. No loose jewellery.
- Ensure that co-workers work safely and report all unsafe practices.
- No equipment, tools, machinery will be used without authorization and training.
- Do not place hands or fingers near rolls during jogging operation to avoid pinch points.
- Workers must be alert to all forklift and crane traffic and movement in the plant areas.
- At no time will an employee walk under a raised lift of materials.
- All manual handling will be performed using proper safe techniques.
- Report all hazards, accidents, incidents and near misses promptly to the supervisor.
- Comply with all Bailey's safety program requirements including ESRTW (Early & Safe Return to Work), Lockout, Pre-use inspection, etc. as delineated in Health and Safety Manual & Employee Handbook.
- Comply with all safety rules, cardinal safety rules, and equipment specific safety rules.
- Report any damages to the radiation devices immediately
- Comply within radiation safety program and procedures.

**Declaration**

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I, \_\_\_\_\_ understand and accept the responsibilities and accountabilities stated in this job description.

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Signature

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Date