

# ***Commitment to Maintenance & Safety***

## ***– A Key to Higher Productivity***

When you think about a good plant, there are certain aspects that come to mind immediately... Safety, Productivity and Quality. The plant, which is committed to these aspects, is bound to grow and reach places. Combined with these, there is one more aspect, which is the most important responsibilities in a plant maintenance.

Adhering to a fixed and regular schedule is an ideal approach to maintenance. Machines are looked at on a regular basis. Some plants, however, take up maintenance work only when a machine breaks down. As the saying goes, Dig a well when you want to drink water. At such plants maintenance becomes an emergency act. You have got a customer waiting for the delivery of the boxes, and what you do is asking him to hold on and start attending to the repairs of the machine. In such a situation, you are not only losing the confidence of client, but also paying more for immediate repairs too.

When is the best time to attend to maintenance: A box plant's maintenance can be compared to a car's maintenance. If you carry on maintenance at appropriate time, following the given schedules, there is every possibility that you will be driving more miles with smile.

In the same fashion you have to treat your machines too. In terms of how often, maintenance job should be done, depends on how frequently the equipment is used. Comparatively newer equipment requires different level of maintenance and maintenance operations have to be done on more often and more thoroughly on older machineries. They have to be kept absolutely clean and dust free. After each shift you need to do proper clean up of the machine, particularly where robotics are involved you need to keep them totally dust free and properly lubricated.

In earlier days, maintenance used to be done regularly on weekends, but these are required to be built right into the production schedules.

For a plant, which runs week long all the 24 hours, it is an awful strain on the machine. This means, you need to maintain the machine thoroughly. You close down the machine for 30 minutes, every week for cleaning lubrication etc. and build it into your production line.

It is seen that all plants do not choose to make maintenance a priority, because when funds are tight, it is easy to cut back on the maintenance, because it is not on the priority list. This is not right and will not do any good to the business. If you want your corrugator to run properly, it needs to be looked after and maintained properly.

One has to understand that for technologically advanced, sophisticated equipment needs to be maintained by outside experts. Your own maintenance team may not be able to fulfill this task.

These days, when customers demands are getting more and more intense and everybody wants shorter lead times, they want you to supply the quality beyond their expectations and the product is expected to be delivered yesterday and that too at a lower cost, you can not afford to have your bread earner in a broken down condition.

In essence, you need to have a total commitment towards maintenance. You need to plan your maintenance schedule and stick to it for your life.

### ***Increasing productivity through safety***

Accident free shop floors are rare to be seen. Accidents happen due to negligence, improper care, overlooking safety norms, non-maintenance of plant and equipment, improper decisions... a lot of many such things because of which the productivity slows down.

Safety does not happen over night. It has to become an integrated part of the work culture of the company. Taking precautions, observing safety rules has to become an integral part of work philosophy.

The equipment we use, the machines we run in our factories are made keeping workers' safety in mind, but they are safe to a certain point only. It does not mean that even if you are not caring or not paying attention, your safety is guaranteed. You have to pay heavily for your inattentive attitude.

If you are working on a high-speed machine and suppose your attention is else where, you have to pay for it. It might result in a finger getting sucked away by the machine or an injury to your foot, etc. this will hinder the working on the machine. Instead of productivity becoming the center of attention, the disappeared finger or your injured foot take away all the attention of the people around there. An hour lost on a shift may result in loss of production. Inability to keep up delivery schedules may result even in loss of reputation.

So safety becomes the priority on the list of management as well as the work force. It should become the priority on the agenda for any meeting with the workforce. They need to be told, reminded again and again to take proper safety measures when they are on their machine. They should be told that it takes hardly a second for any accident to happen, so they need to be on their alert always. The supervisors and the

management team should be doubly careful. Whenever they come across an up turned equipment, or some sharp thing lying on the shop floor or a part of a machine open, which should not have been kept open, while on a job, there is a lesson to be taught and there is a lesson to be learnt. You should immediately draw the attention of the workers on the shop floor and explain to them what could happen. Not that they do not know, but it becomes the duty of the shop floor managers to explain to them properly and instruct them to adhere to safety rules very strictly.

Constant reminders are a must. The accident areas are to be identified and they have to be documented. Such documentation helps in discussing these areas in detail and instruct the people about the necessary safety precautions needed to be taken.

It becomes the duty of the person in charge to have safety meetings and teach the workers to look around the area they are working, look above, behind, below and inside before they start working, safety has to be a code of conduct on the job floor.

### ***Cleanliness and safety go together***

The area of working should be neat and tidy, all things tucked away in the proper places. The shop floor needs to be cleared off all the things, which may become obstacle for the movement of people, movement of loads etc. A clean shop floor inspires the people to do a better job.

Maintenance and safety go hand in hand. It is need less to say that unless the machinery maintenance is proper, safety is not guaranteed. Through proper maintenance you can establish a work culture of safety. Machine maintenance and employee training are very important when you look at the safety factor. These two bottom line issues are to be taken by taking proper management decisions. This surely will bring in the paybacks.

The result of poor maintenance procedures is an unsafe environment in the factory. Even excess noise or dirty work areas can create job delays, cause loss of workdays, further resulting unnecessary over time cost, temporary replacements and payments for the workers as compensations. All can be avoided by creating safe and sound work environment. This can be achieved through proper and timely decision making by the management.

Finally one has to understand totally that bad/ wrong decision taken by the managerial or supervisory personnel is one of the leading causes of incidents. You cannot put the blame only on the equipment or the process.

Not maintaining the machine, overlooking replacement of parts in time, etc., indicate only improper decisions taken by the personnel who are in charge. Postponement of maintenance, overhauling, replacing the worn out parts create problems when the job is on the machine, may lead, increase in down time and that becomes a cause of decreased productivity.

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## ***Benefits of Recycling***

- **Save Money:** Since old corrugated cardboard (OCC) is bulky and takes up a lot of space in dumpsters—especially if unflattened – businesses that generate large volumes of OCC may find it cost effective to bale or compact the material. And, depending upon the market, businesses make actually make a profit on the sale of collected OCC. At the very least, businesses may eliminate disposal fees by preparing it for hauler pickups or delivering it (dropoff) to a recycling facility.
- **Provide Social Benefits:** Donations of reusable corrugated boxes can be made to charities for reuse, or to school recycle/reuse centers for creative and educational purposes. See “Donation Information” below. Also, recycling OCC reduces the need for new paper from virgin pulp, which in turn decreases the amount of pollution generated in paper production and creates jobs.
- **Divert Material from Disposal:** OCC is a bulky, highly recyclable waste. Keeping this material out of the waste stream will mean saving landfill space in areas where disposed materials are landfilled and reducing pollution through avoided incineration where waste is incinerated.

**A tip to Recycling:** How a business chooses to recycle its corrugated will depend to a large extent on the volume of old corrugated cardboard (OCC) generated. Businesses generating small volumes of OCC generally do not have sufficient quantities

to sell or give it directly to a market and will likely find it most practical to work with a hauler offering OCC recycling services.

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**Potential contaminants:** Contaminants that can cause a load of recyclable OCC to be rejected by a hauler or market include staples, other types of paper, too much tape, yellow corrugated “Asian” cardboard, waxed cardboard, food scraps or stains, and/or plastic packaging materials.

Paperboard (flat, pressed, stiff paper used in cereal boxes, for example)—also often called cardboard by the general public—does not have flutes, is of a lower quality paper, and is often coated. Paperboard, by definition, is not OCC and, therefore, should be kept to a minimum in an OCC collection program.

**Collection methods:** As boxes are emptied, flatten them and remove potential contaminants. Tie in flattened stacks 3’x3’x3’ (if small quantities) on pallets or not, as determined by the hauler, or bring them to the designated storage container to be picked up by the hauler or (if large quantities) to the appropriate machine for processing into bales or compaction in a compactor to be picked up.