



Welcome Everyone

Tuesday, October 1st, 2024

Time: 11 am – 12 pm

Presenter: Jeff McMillan

Onboarding Our Future



EMBRACING CHANGE

DEVELOPING OUR FUTURE

How Do We Accomplish This Goal?



We **treat** team members as individuals...

We **seek** out diverse opinions and ideas...

We **invest** in employee relationships...

We **empower** our team and give them a voice...

We **communicate** expectations...

We **encourage** adaptability.



Approach the Beginning With the End in Mind



Pinpoint gaps in the process/procedure, training, etc.



Use results from this Onboarding process to help other facilities



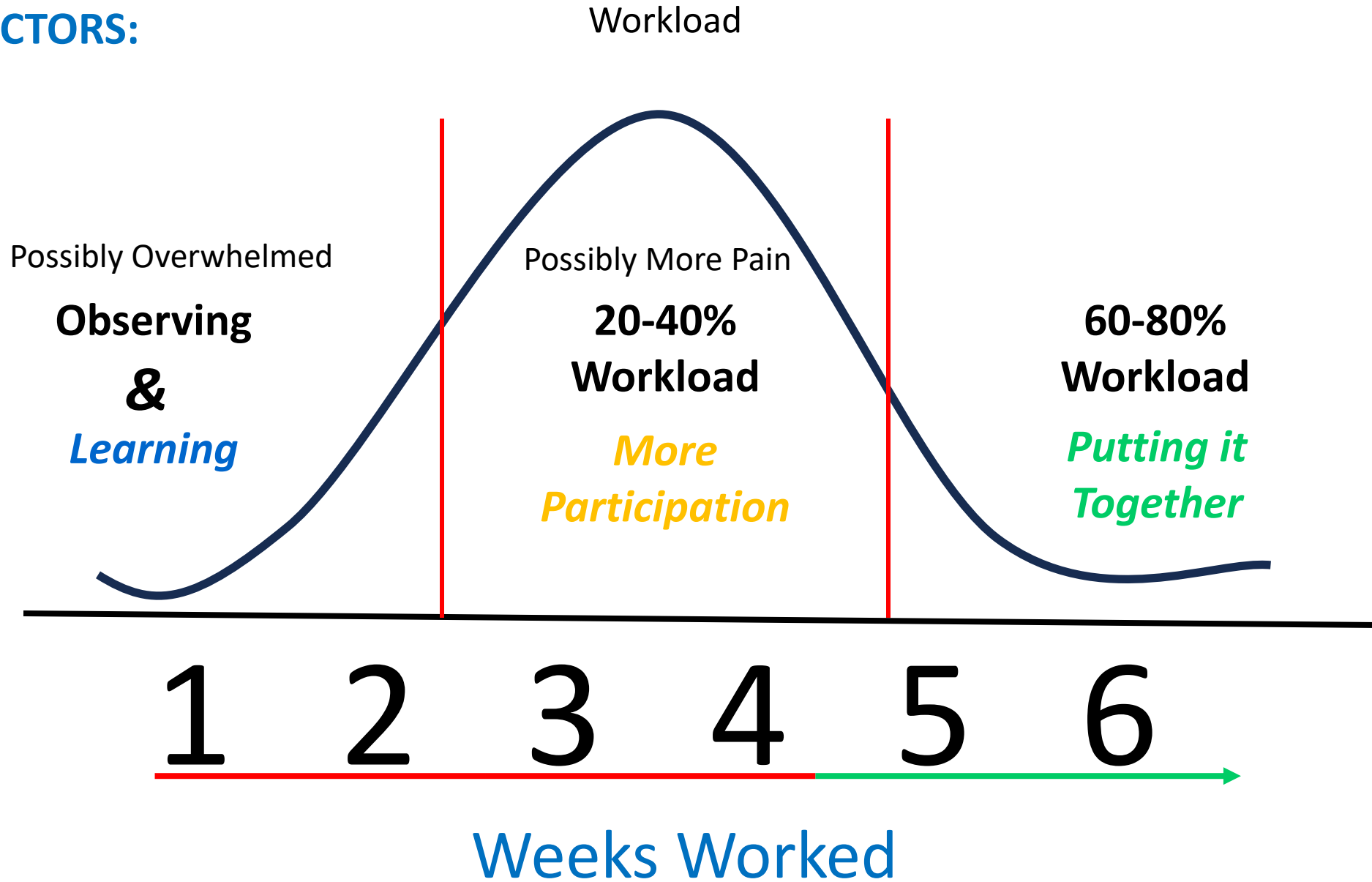
Goal: Reduce Injuries



Collaborate with various departments and facilities to achieve favorable outcomes

FORWARD THINKING

FACTORS:



Phases of Employee Onboarding



Classroom



Hands-On



Pain and Learning Levels



Work Easing

ALWAYS USING LEADING INDICATORS

CHOICES

*Onboarding
&
Pain & Learning
Levels*

1

*Onboarding
ONLY*

2

*Pain & Learning
Levels
ONLY*

3

“NOT A ONE SIZE FITS ALL”

HOW DOES IT WORK?

1. We Provide the Materials
 - a. Onboarding Spreadsheet
 - b. Guidance Presentations
 - c. Support
2. We Provide Instructions
 - a. Onboarding Spreadsheet
 - i. Onboarding Process
 - ii. Data Tab
 - iii. Pain and Understanding Tab



BENEFITS



Looking Forward:

- Employee Retention
 - Improved Training
 - Better Succession Planning
 - Reduced Injuries
 - Better Mentoring
 - Better-Quality Engagement Activities
- Early Intervention
 - Pain Levels
 - Learning Levels
 - Increased Productivity
 - Fewer Mistakes

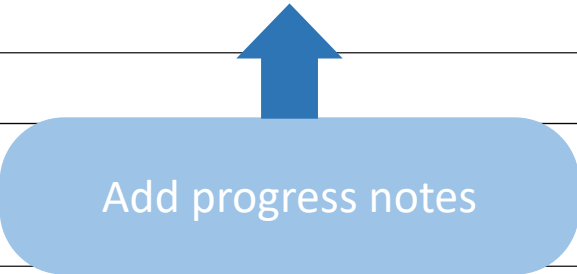
ONBOARDING

Springfield, MO Onboarding							
Facility	Springfield, MO						
Manager Name	Andrew Dean						
Employee Name	Wiley Wycuff						
Start Date	1/29/2024						
End Date	2/5/2024						
Onboarding Length	6 Days						
Training	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Hands on Demo
New Hire EHS Orientation Day 1	Complete						N/A
New Hire EHS Orientation Day 2		Complete					N/A
Corporate Safety Policy	Complete						N/A
Imminent Danger	Complete						MF
Lock-out/Tag-out		Complete					MF
Hazard Communication/GHS/Chemical safety			Complete				MF
Employee Emergency and fire prevention plans		Complete					MF
Confined Space Entry			Complete				MF
Open Flame/Hot Work				Complete			MF
Respiratory Protection (dust mask/respirator)		Complete					MF
Machine Guarding and Safe Work Permit			Complete				MF
General Electrical Awareness Training	Complete						MF

SPREADSHEET

Pain and Understanding Scores

Facility		Pain Scale (1-10 Rating)		Understanding (1-10 Rating)		Workload	Comments/Conversations
Manager Name	Springfield, MO	Week 1	2	Week 1	2	Observing	
Employee Name	Andrew Dean	Week 2	2	Week 2	5	20%	Wiley has had slight soreness, instructed him to take more time on his daily stretching and went over safe lifting techniques again.
Start Date	Wiley Wycuff	Week 3	1	Week 3	7	40%	No soreness and has gained confidence in his knowledge of his role in the mill.
End Date	1/29/2024	Week 4	1	Week 4	8	80%	
Onboarding Length	6 Days	Week 5		Week 5			
Department	General Labor	Week 6		Week 6			
Status	New Hire	Week 7		Week 7			
Mentor	H.P. Warner	Week 8		Week 8			
Supervisor	Mitch Moennig						



INSTRUCTIONS

For using the Pain and Understanding spreadsheet

1

First Start by duplicating the “Scale” tab by simply hitting the Ctrl button and dragging the tab and renaming it to the new employee’s name.

2

Again, fill in the information on the top lefthand corner

3

Use the dropdowns and click on the rating list and rate each category.

4

Next, click on the workload dropdowns to assign a percentage.

5

Lastly add your comments/conversations to track progress .

6

Finally Save and you are finished.



ALWAYS FOLLOW UP!

**We Always
Encourage Employee
Feedback**



Everyone Has a Voice



QUESTIONNAIRE

A feedback Questionnaire is given to each New Hire.



New Hire Questionnaire

1. Did the onboarding process meet your expectations?

2. If you can describe your onboarding in one word, what would that word be?

2. What's one thing we could have done differently to improve the first week of your onboarding experience?

3. Have you received the help you needed?



Microsoft Forms is used to track information.



HOW WE...

MEASURE



SUCCESS

MEASURING/TRACKING SUCCESS

We Track the following:

- New Hire Retention Rates
- <3 yrs. of Tenure Injuries
- Number of Return-to-Work
- Questionnaires for Satisfaction

To Achieve...

- A well trained, tenured workforce
- Long-Term Succession Planning
- A Dynamic Safety Culture
- Onboarding Excellence



We Want To Investigate

Other Vulnerabilities

Supervisors – helping fill in when employees call in or out on leave, vacations, etc.

Susceptible to back injuries, and learning, etc.

They have to use different muscles for each area they fill in for.

If there are a variety of different jobs, they may be a little fuzzy on remembering the job requirements.

PHASE 2

ONBOARDING
With Pictures

New Hires

Getting to know our Visual, Auditory and Hands On Learners



Positions

1. Micro Mixing
2. Micro Employee
3. Packer Employee
4. Pelleting Employee
5. Maintenance Employee
6. Warehouse Employee

A large graphic on the right side of the slide. It features a circular seal with a blue background and white stars. The words "NEW EMPLOYEE" are written in a white, bold, sans-serif font along the top and bottom inner edges of the seal. A white ribbon with a 3D effect is draped across the center of the seal, also containing the words "NEW EMPLOYEE" in a large, bold, black, sans-serif font. The background of the entire slide is a dark blue gradient.

Micro Mixing Employees

The Wrong Way and the Right Way

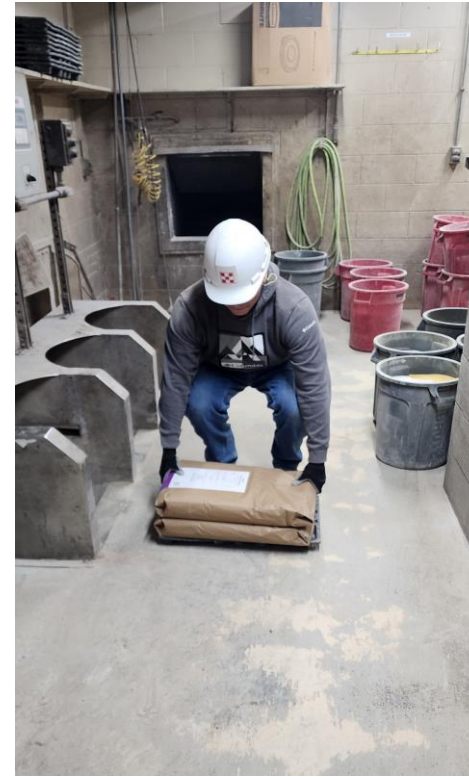
Ergonomics



The Wrong Way



The Right Way



Simulated Pictures

The Right Way



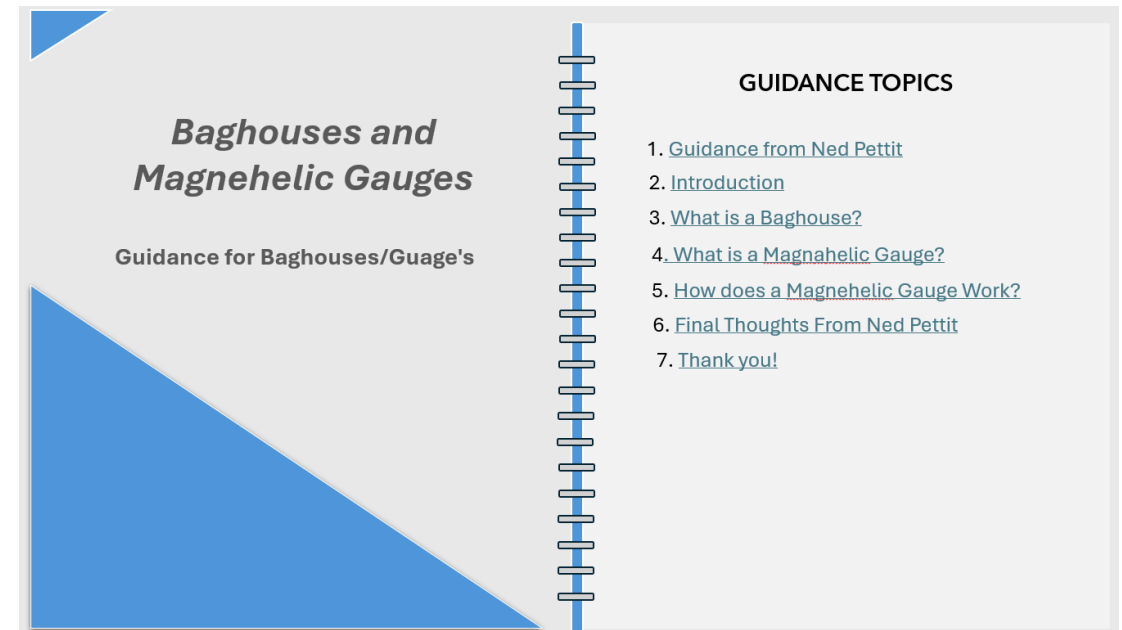
The Right Way



Simulated Pictures

PHASE 3

Created Friendly Digital Notebooks as guidance documents





Fall Protection

How to Inspect Fall Protection PPE



GUIDANCE TOPICS

1. [Brief Introduction](#)
2. [When does OSHA Require Fall Protection?](#)
3. [Purpose of Fall Protection Inspections](#)
4. [How to inspect your Harness](#)
5. [ABCD's of Fall Protection](#)
6. [Fall Clearance Calculation](#)
7. [Understanding Lanyards](#)
8. [Standard Retrieval vs Self-Retractable lifelines](#)
9. [Thank you!](#)

THANK YOU!

The BIGGEST Takeaway for this Session... It is all developed by Supervisors!

Contact Information:

Jeff McMillan

jrmcmillan@landolakes.com

🌟 Feedback Survey 🌟



Your feedback is important to me!