

Elsner Communication Newsletter

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ELSNER™

— PURPOSE BUILT PRECISION —



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Safety Talk

Lockout/Tagout

The OSHA standard for *The Control of Hazardous Energy (Lockout/Tagout)* addresses the practices and procedures necessary to disable machinery or equipment, thereby preventing the release of hazardous energy while employees perform servicing and maintenance activities.

What is lockout/tagout?

A lockout device is a key or combination lock that prevents equipment from turning on or moving unexpectedly based on release of residual energy.

A tagout device is a tag securely attached to the equipment being used, for example, a self-locking nylon cable. The tags state "Do not start" or "Do not operate." Tags should be used along with a lockout device unless equipment cannot be locked out.

Why is lockout/tagout important?

When lockout/tagout procedures are not followed, workers who clean, service, repair, install, setup, erect, adjust, inspect, un-jam, test, or dismantle equipment are at risk for serious injuries or death from electrocution, burns, being crushed, or amputation.

Following lockout/tagout procedures prevents roughly 120 fatal accidents and 50,000 injuries each year.

Who is responsible for lockout/tagout?

Affected persons are those who are not directly involved in the work requiring hazardous energy control but who are (or may be) located in the work area.

Authorized persons are those who are qualified to engage in hazardous energy control because of

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knowledge, training, and experience and has been assigned to engage in such control.

Throughout the next couple of weeks, affected and authorized ELSNER employees will receive in-house, hands-on training for proper lockout/tagout procedures. If you have not been notified of a training time but feel you should be included in this list of employees, please reach out to Lynneah as soon as possible.



Practice Proper Lockout/Tagout Procedures

- Know the steps for **applying and releasing lockout/tagout devices**
- Understand **authorized** and **affected** employees' roles
- **Review lockout/tagout procedures annually**

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Quality Talk

Joe Despines

We now have four new I.D. mics available for use.

- 3/8" - 1/2"
- 1/2" - 5/8"
- 5/8" - 3/4"
- 3/4" - 1"

The 3/4" - 1" is in the blue MSC cabinet and requires you to sign it out. The 3/8" - 3/4" is in the inspection room and needs to be signed out on the log sheet. All of the O.D. mics up to 14" with their standards are now locked in the MSC cabinets and require sign out.

If you notice any issues with the measuring tools, please let me know so we can have them repaired or replaced.

May's quality report is posted outside the inspection room. Our trajectory continues to trend upward. Let's keep focused and continue improving our results.

During one of my customer visits working on V series machines, I had the opportunity to review their stock parts inventory and could identify which parts were made by other vendors. The fact that I could point out parts made here at ELSNER speaks highly of everyone here, because I could see the precision, finish and fit, craftsmanship, skills, experience, pride, and integrity that was put into each part. I have yet to find our high standards elsewhere.

As ELSNER continues to grow, our commitment to our customers remains the same – outstanding service that exceeds expectations and the highest standard of quality. Ask questions, make suggestions, and continue to do your best.

MACHINE SHOP News

Derek Roth

Employee Updates:

- Congratulations to Zach Neighoff for finishing the Bench step of the Apprentice Program! Zach will now move onto the Manual Mills.

Shop:

- 63500 SRD – Customer FAT is this week. Next week we will most likely have rush parts to make. Please keep these moving!
- The first two G3s from job 81000 stock, 86500, and 82700 have started and are progressing well.
- Two G3s from stock 85000, 85300, and 85500 will be starting June 29 with 100% manufactured parts.
- Thank you everyone for getting the parts ready for 81000 and 85000 for their assembly start dates!
- Two G3s from stock 86000, 86300, and 82500 will start at assembly on July 27. You can refer

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to the assembly start date schedule I have posted at all SQDC boards.

- Traveler/Print Issues: I have been told this is much improved. Thank you! There are reminders posted at the MES stations for what to check before closing all jobs.
 - Please continue to avoid going to the front office for money exchange.
 - If you have a trash can that is in from the main aisle, please move to the aisle at end of the day.
- The cleaning company is not responsible for this.** Caleb will be going through the shop each day.
- Last month, we cut down the number of MES and Paycom mishaps in half. We're headed in the right direction, but we still need to get better, so please be mindful of this.
 - Please keep up with the SQDC boards. These are reviewed each week now and are being acted on. We will be asking some of you to join in on these reviews soon for your input.

Machines

- Boring Mill 27 is now repaired and running well.
- Clausing Mill 472 is being repaired this week.
- Keep check of your machine maintenance due date. We need to keep up on these as much as possible.

ASSEMBLY News

Ed Kline

Assembly Floor Changes:

- We hope to complete a successful FAT on the 1st Sinochem EMF and APB machines on July 8. We had a delay because of material and glue issues. We are waiting for customer material. The 2nd set of machines will be in startup mode by the end of the month.
- The first Surgical Drape machine is being tested for the customer this week. We anticipate FAT approval and any customer changes by the first week of July. We have a tentative ship date for mid-July. We continue to work on assemblies and building the 2nd machine.
- We are wrapping up the ENR-1000 machine that we are repairing. This was a long process because we had to repair certain things so we could evaluate what else is needed.

- The 1st ENR-G3 machine is being tested and we are hoping to complete the FAT by the end of the month. The 2nd machine is being wired and will soon be in startup mode.
- The Elsner Trim Saw is just about ready for startup. The wiring should take place by the end of the month.

Shipments:

- All 3 Uteco Plows have shipped.

CONTINUOUS IMPROVEMENT News

Andrew Trostle

Continuous Improvement starts with you!

We all strive to be the best, whether it is at ELSNER or at home. The main way that is achieved is by continuously improving the way we do things. Continuous Improvement is not one thing or one method. It can be as simple as a conversation about what was good about a job and what did not work out on a job. It does not have to be meetings and planning. If you think something is not right or could be done faster, try it. To generate more of these conversations, we have created the **"Ideas Program."**

We want to hear from you and your suggestions on continuous improvement ideas. These idea boards will provide employees with the opportunity to post their own ideas and suggestions for improvements. One will be located in the main shop on the continuous improvement board and another will be located at the ETC.

Once an idea is submitted, the CI team will work in coordination with the employee who posted it to find and implement a solution. No project ideas will be dismissed unless receiving notice from the Plant Manager with provided reasoning. All employees are invited to be a part of the solution. Fill out the form in its entirety located at the **"Ideas Board"** to share your ideas.

For each idea submitted you will get one chance to win a prize each month. Twice a year a grand prize will be awarded. **Every idea counts!**

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We will celebrate the **Ideas Program** on July 16 as the CI team hosts a cookout! Details to come soon!



ALL SHOP News

Charlie Slayton

General Practice Changes:

- The access to the stock room has been changed to limit access. We have, however, added an additional feature to allow access on an emergency basis.
 - Simply send an email to gatekeeper@elsnereng.com. (If you do not have regular access to email, please see your supervisor or manager.)
 - You will receive an email, which includes a code to a lock box which houses a key to the stock room.
 - This allows us to see who accesses the stock to ensure accurate records are kept but allows all employees access on an as needed basis.
 - Please return the key to the lockbox as you exit the stockroom.
 - This code will change frequently, so send an email each time you need access.
 - We are hiring machinists and assemblers to help with our future workload as we grow – please welcome them and help them when asked.
 - The structure of the jobs in Epicor is being changed – this will allow the following:
 - Purchase requisitions to be automated.
 - Purchase suggestions to be accurately generated.
 - Scheduling to be automated (mostly).
 - Job planning and printing to be automated.
- We continue to see lots of interest in any machine that can produce wipes. Extended lead times are starting to have an effect, but many of our customers see the increase in wipes demand as sustainable for the long term and are positioning themselves appropriately. We will start to see machines begin to ship soon, but currently we have 25 sold ENRs in process and still have promises for several more.
 - The ETC is nearing the 1 million roll mark on both the ENR and V-4 lines. The team is working 24/6 to help our customers with increasing demands. We have a truckload of finished product shipped out of the ETC nearly every day. Trying to balance raw materials and finished goods in the limited space at the ETC is a challenge.
 - Ed Kline and team have been helpful in loading and unloading trailers when the need arises. However, due to the tight schedules in the assembly area we cannot continue to over-burden them.
 - To ease this, ELSNER has purchased a large box truck that will allow the ETC team to move product on their own schedule. This will also save money that we had to pay a local trucking company to jockey trailers between buildings. The box truck will have a posted list of approved drivers who will need to carry a DOT Physical Card while using the truck. It is important that the truck is used properly and available when materials need to be moved around by the ETC team.
 - Customer Service has opened the flood gates on service visits. We will do our best to manage customer needs/requests with our in-house workload.
 - With all of the machines being built and shipped, it is going to be a challenge to balance the schedule. Anyone speaking with customers should be cautious of promising service visits without consulting the team. Let us all be understanding of one another in these busy times.

SALES News

Jay Roth

JUNE 2020

Employment

ANNIVERSARIES



Ed Garvick – 46 years

Jeff Crites – 43 years

Pete Truesdale – 43 years

Randy Staub – 42 years

Peach Fuhrman – 32 years

Jim Glitsch – 28 years

Dan Danner – 10 years

Kevin Ray – 7 years

Tiffanie Danner – 5 years

Lori Joel – 3 years

Caleb Leatherman – 3 years

Zach Neighoff – 2 years

Lynneah Smith – 2 years

Nikki Schroeder – 1 year

**THANK YOU FOR YOUR CONTINUED
SUPPORT TO ELSNER!**

HR Corner

Lynneah Smith

Employee Updates:

- Giovanna Jiang, ETC Packer, started 6/8/2020
- Ben Elsner, ETC Packer, started 6/8/2020
- Dylan Despines, Assembler, started 6/15/2020
- Kassie McDannell, ETC Packer, started 6/16/2020
- Timothy Phagan, Electrical Designer, started 6/23/2020

Recruiting Updates:

DAY SHIFT:

- Assemblers (4)
- Staff Accountant (1)
- Contract Manufacturing Sales Representative (1)
- Human Resources Intern (1)

EVENING SHIFT or NIGHT SHIFT:

- CNC Mill Machinist (2)
- Horizontal Boring Mill Machinist (1)
- Manual Mill Machinist (2)

ADP:

- Please review your vacation/personal time accruals in the new ADP system to ensure they are accurate. We only have access to Paycom until July 7 and will not be able to verify any corrections to your available hours after that.
- Current job openings within Elsner are posted both internally and externally for employees and outside candidates to apply. Current employees can view our list of openings and apply at any time through ADP. To do this, login to your ADP account via computer. Click on the "Myself" tab. Click "Talent." Then click "Career Center" and follow the prompts to apply.



A Diet Isn't Enough: 10 Tried-and-True Ways to Safely Lose Weight and Keep It Off

Published December 30, 2019 by Lawrence A. Wieger, DO with Lancaster General Health

When it comes to managing your health, losers can be winners...if they can keep the weight off, that is. Long-term weight loss – intentionally losing at least 10% of initial body weight and maintaining the loss for a year – can help improve your health and reduce the chance of weight-related illnesses. But how do you do that?

A “diet” isn't enough. Permanent results require permanent lifestyle changes. The National Weight Control Registry (NWCR) tracked more than 10,000 individuals who lost at least 30 pounds and maintained that loss for at least one year. Most NWCR members report maintaining a low-calorie, low-fat diet and being active:

- 90% exercise an average of 60 minutes daily
- 78% eat breakfast daily
- 62% watch fewer than 10 hours of TV per week

How to Stick with the Winners

One of the keys to permanent weight loss is setting realistic goals. A 10% weight loss is both medically significant and realistic. Here are some tips for losing the weight and keeping it off:

- **Be accountable.** Successful losers journal their food intake, either on paper or with online tools such as MyFitnessPal, Lose It, or Sparkpeople. **(Don't forget! Elsner employees also have access to HealthCheck360!)**
- **Be active.** Successful losers average an hour of moderate exercise, such as walking, each day. It's OK to break it into 10-minute sessions.
- **Eat mindfully.** Focus on the food and enjoy it. Slow down and savor it. Don't eat in front of the TV or computer.
- **Eat breakfast.** A high-protein breakfast keeps you full longer than a high-carbohydrate breakfast. If you're in a hurry, protein shake meal replacements can be an easy breakfast choice.
- **Chew your calories.** Avoid sugary beverages such as soda, sports drinks, sweet teas, and flavored coffee drinks, and limit alcohol and fruit juice. Eat whole fruit instead.
- **Sleep well.** People who get adequate sleep are more successful at weight loss. Sleep deprivation increases appetite and hunger.
- **Monitor your weight.** Some people weigh themselves daily; others weekly. Still others monitor progress by how well their clothes fit. Determine which strategy is most helpful to you.
- **Be consistent.** Successful losers eat at the same time during the week, weekends, and special occasions.
- **Plan and prepare.** Make a few days' worth of meals ahead of time when your schedule isn't busy. Having food on hand can help avoid drive-through and takeout meals.
- **Eat at home.** At six months, people who cut back on eating at restaurants lost more weight. If you do dine out, bring half of the meal home.

THIS MONTH IN THE QUESTION BOX

Q1: What is the process to get parts to the assembly floor?

A1: Parts are received in the Shipping and Receiving Department. If the parts are related to an assembly build, the parts are then sent to Shane Martz and Alexa Spoonire in the Assembly Department, which they stage by job and assembly number at the location of the machine build, if it has been started. If the machine build is not yet in progress, the parts stay in the staging area based on the type and size of the part in the fenced in area or expansion floor.

Q2: Are political pictures allowed to be displayed in the shop?

A2: Our shop and office bulletin boards and wall spaces are used to communicate company information regarding organizational updates, process and procedure improvements, and so on. We will continue to utilize these for company purposes only with authorized individuals posting the communication.

We ask that employees limit visual political displays in their personal work areas, while we simultaneously recognize and respect diversity of opinion. Sharing information and ideas with colleagues helps build community and foster creativity but remember, our primary responsibility is to do the work we've each been hired to do, not to spend working time on debates about non-work topics. We value what everyone brings to the organization and ask that all employees treat other's differences of opinion, political or not, with respect.

Please keep in mind that all employees are bound by the policies in our Employee Handbook including the No Solicitation, No Distribution Policy and the Policy Preventing Harassment and Discrimination. If you have questions or concerns regarding this topic or any of the policies written in our handbook, please see Lynneah at your earliest convenience.

Questions regarding the information in this newsletter?

Contact Lynneah for assistance.

