

Legal Disclaimer for Job Descriptions

The job descriptions, Job Hazard Analysis and Tailgate Safety Topics are presented as examples only. The use of these examples should not be construed as providing legal advice concerning the duties or responsibilities for any particular gin or set of circumstances. Moreover, they do not fully address every need or practice that may be found at any particular gin. Users are urged to consult competent legal counsel for guidance concerning particular situations or questions. Neither the National Cotton Ginner's Association nor its member associations are responsible for any matter that may arise from the use of these materials.

a. Bale Bagger

a) Duties

- (1) Keeps an eye on fellow employees to prevent unsafe behavior
- (2) Follows fire procedures listed in Emergency Action Plan
- (3) Assists in tying, bagging or sample grabbing as needed
- (4) If using an auto strapper:
 - (a) Keeps unit clean/blown down to ensure proper functioning
 - (b) Replaces strap, wire spools as needed
- (5) Prepares bag and slides it onto the bale chute
- (6) Ties the bag closed after bale weight has been taken
- (7) Tags bale

b) Training

- (1) Trained to operate press and console
- (2) Trained on bagging, tying, and sample grabbing, in case needed to fill in
- (3) If using an auto strapper, trained on how to operate it
- (4) Fall protection

c) Safety Rules

- (1) Be aware of your surroundings and other employees
- (2) LockOut TagOut Procedures
- (3) Do not walk across bale handling system while in motion
 - (a) rollers turning or chains moving
 - (b) bale pusher is cycling
- (4) Be careful not to stab your finger with bale tying probe
- (5) Do not get between the bale bagger and bale pusher or bale
- (6) Wear safety glasses
- (7) If press turns above ground, do not stand on press deck while press is turning
- (8) Do not catch bale while coming off of bale handler
- (9) Do not enter unfamiliar area or perform tasks without specific direction from Superintendent/Ginner

a. Bale Tie Man

a) Duties

- (1) Keeps an eye on fellow employees to prevent unsafe behavior
- (2) Follows fire procedures listed in Emergency Action Plan
- (3) Assists in tying, bagging or sample grabbing as needed
- (4) If using an auto strapper:
 - (a) Keep unit clean/blown down to ensure proper functioning
 - (b) Replace strap, wire spools as needed
- (5) If hand tying:
 - (a) Lay out wires and tie bale
 - (b) Carefully open and close press doors, be sure to watch your hands, arms and body
 - (c) Move bale with bale cart

b) Training

- (1) Trained to operate press and console
- (2) Trained on bagging, tying, and sample grabbing, in case needed to fill in
- (3) If using an auto strapper, trained on how to operate it
- (4) Fall protection

c) Safety Rules

- (1) Be aware of your surroundings and other employees
- (2) LockOut TagOut Procedures
- (3) Do not walk across bale handling system while in motion
 - (a) rollers turning or chains moving
 - (b) bale pusher is cycling
- (4) Do not walk in front of bale cart, if equipped
- (5) Do not stand in front of bale while being ejected from press
- (6) Wear gloves
- (7) Wear safety glasses
- (8) Watch your hands, arms and body when opening press doors
- (9) Do not place body parts between straps/wire and bale
- (10) Stay clear of press when turning
- (11) Stay clear of press doors when opening and closing, especially if automatic
- (12) If press turns above ground, do not stand on press deck while press is turning
- (13) Do not catch bale while coming off of bale handler
- (14) Do not enter unfamiliar area or perform tasks without specific direction from Superintendent/Ginner

1. Burr Truck Operator

a) Duties

- (1) Follows fire procedures listed in Emergency Action Plan
- (2) Moves burrs from gin to specified locations
- (3) Conducts pre/post trip inspections/maintenance
 - (a) Report problems to ginner/superintendent
- (4) Wears seatbelt
- (5) Refuels equipment

b) Training

- (1) Class A, B or C Drivers License, (depending on truck)
- (2) Trained on burr truck operation
- (3) Fall protection
- (4) Trained on Lockout Tagout Procedures

c) Safety Rules

- (1) Be aware of your surroundings and other employees
- (2) Use proper mounting and dismounting procedures
- (3) Do not enter unfamiliar area or perform tasks without specific direction from Superintendent/Ginner
- (4) Wear seatbelt
- (5) Maintain safe speed at all times
- (6) Use caution when operating on uneven/elevated surfaces
- (7) Obey state traffic laws and signs

1. Forklift Operator

a) **Duties**

- (1) Keeps an eye on fellow employees to prevent unsafe behavior
- (2) Follows fire procedures listed in Emergency Action Plan
- (3) Wears seatbelt
- (4) Conducts pre/post-trip inspection on forklift
 - (a) Report problems to ginner/superintendent
- (5) Refuels forklift
- (6) Loads bales into van trailer or onto flatbed trailer
 - (a) If using portable ramp, attach safety chains to trailer
- (7) Loads mote bales into van trailer or onto flatbed trailer
 - (a) If using portable ramp, attach safety chains to trailer
- (8) Assists press assistants as needed

b) **Training**

- (1) Certified and trained on forklift operation
- (2) Trained to bag, tie, and grab samples at press
- (3) Fall protection

c) **Safety Rules**

- (1) Be aware of your surroundings and other employees
- (2) Wear seatbelt
- (3) Reflective safety vest required
- (4) Use proper mounting and dismounting procedures
- (5) In case of rollover, grip steering wheel and brace with your feet, Do not Jump
- (6) Do not have passengers
- (7) Maintain a safe speed of 5mph max
- (8) Slow down and sound horn when crossing aisle ways and/or areas with limited visibility
- (9) When unattended place forks/clamps level and flat on the ground
- (10) Do not walk underneath forks/clamps
- (11) Always use proper basket when lifting personnel
- (12) Keep an eye on fellow employees to prevent unsafe behavior
- (13) Use safety chains on portable ramps
- (14) If a trailer is not backed into a loading dock, close the door or hang a chain across the opening to prevent a fall hazard
- (15) Move bales at roughly 6 inches off the ground
- (16) Do not lift more than 4 bales at a time
- (17) Use caution when operating on uneven/elevated surfaces
- (18) Do not catch bale while coming off of bale handler
- (19) Do not enter unfamiliar area or perform tasks without specific direction from Superintendent/Ginner

1. **Gin Hand**

a) **Duties**

- (1) Keeps the gin swept down and clean
- (2) Keeps an eye on fellow employees to prevent unsafe behavior
- (3) Follows fire procedures listed in Emergency Action Plan
- (4) Does not touch any machinery unless instructed to by ginner/superintendent
- (5) Notifies the ginner/superintendent if something is observed that is out of the ordinary. Does not attempt to fix the issue prior to notifying the ginner/superintendent
- (6) Rake cotton in module yard
- (7) Tarp modules

b) **Training**

- (1) Trained on how to properly use a broom/air wand/stick
- (2) Trained not to touch anything and what to do if something is out of the ordinary
- (3) Fall protection

c) **Safety Rules**

- (1) Be aware of your surroundings and other employees
- (2) Do not touch any machinery, unless instructed to do so by a supervisor
- (3) Remain working in specified area unless instructed to do otherwise by supervisor
- (4) Do not enter unfamiliar area or perform tasks without specific direction from Superintendent/Ginner

1. Ginner's Helper

a) Duties

- (1) Operates gin stand(s)
- (2) Reports directly to Ginner
- (3) Keeps an eye on fellow employees to prevent unsafe behavior
- (4) Follows fire procedures listed in Emergency Action Plan
- (5) Manages flow of cotton to gin stand
- (6) Watches for and safely removes tags from ribs
- (7) Regular visual inspections of belts/pulleys and other abnormalities
- (8) Reports any abnormality to the ginner/superintendent
- (9) Keeps work area clean/blown down to assist sweeper
- (10) Keeps gin fenders pulled in

b) Training

- (1) Trained on gin stand, gin feeder and lint cleaner operation and hazards
 - (a) Hazards include drives, saws, picker rollers and feed works
- (2) Trained on LockOut TagOut Procedures
- (3) Fall protection

c) Safety Rules

- (1) Be aware of your surroundings and other employees
- (2) Do not remove guards unless machine is off, coasted down and LockOut TagOut Procedures are implemented Clean seed out of the seed roll with a gin stick or air wand
- (3) If cotton backs up at the gin breast, use gin stick or air wand, Never Your Hand
- (4) Keep hands out of gin stands
- (5) Do not repair gin stand or gin feeder while in motion, wait until stopped and LockOut TagOut Procedures are implemented
- (6) Do not enter unfamiliar area or perform tasks without specific direction from Superintendent/Ginner
- (7) Do not wear gloves

1. Head Press Operator

a) **Duties**

- (1) Operates press console
- (2) Supervises press assistants to prevent unsafe behavior
- (3) Follows fire procedures listed in Emergency Action Plan
- (4) Have good communication with ginner
- (5) Keeps an eye on lint slide and battery condenser
- (6) Assists in tying, bagging or sample grabbing as needed
- (7) Keeps track of bale number and bale weight, as well as bales per module, unless system is automated
- (8) If using an auto strapper:
 - (a) Keep unit clean/blown down to ensure proper functioning
 - (b) Replace strap, wire spools as needed

b) **Training**

- (1) Trained to operate press and console, and to troubleshoot
- (2) Trained on bagging, tying, and sample grabbing, in case needed to fill in
- (3) If using an auto strapper, trained on how to operate, troubleshoot and repair it
- (4) Trained on LockOut TagOut Procedures
- (5) Fall protection

c) **Safety Rules**

- (1) Be aware of your surroundings and other employees
- (2) Do not walk across bale handling system while in motion
 - (a) rollers turning or chains moving
 - (b) bale pusher is cycling
- (3) Never leave console unattended
- (4) Do not open tramper doors while tramper is in motion
- (5) LockOut TagOut Procedures, including the consideration of gravity when working on tramper or ram
- (6) Shut off all pumps before performing any work on press/tramper
- (7) Do not enter unfamiliar area or perform tasks without specific direction from Superintendent/Ginner
- (8) Wear safety glasses
- (9) If press turns above ground, do not stand on press deck while press is turning
- (10) Do not catch bale while coming off of bale handler

1. Powered Industrial Truck Operators

a) **Duties**

- (1) Keeps an eye on fellow employees to prevent unsafe behavior
- (2) Follows fire procedures listed in Emergency Action Plan
- (3) Wears seatbelt
- (4) Conducts pre/post-trip inspection on equipment
 - (a) Report problems to ginner/superintendent
- (5) Refuels equipment
- (6) Operates each truck according to the specific training for that vehicle

b) **Training**

- (1) Must be trained on all powered industrial trucks they operate
 - (a) Such as:
 - 1) Wheel loaders
 - 2) Farm Tractors
 - 3) Scissor Lifts
 - 4) Tele-handlers
 - 5) Boom lifts

- (2) Fall Protection

c) **Safety Rules**

- (1) Follows fire procedures listed in Emergency Action Plan
- (2) Be aware of your surroundings and other employees
- (3) Wear seatbelt
- (4) Reflective safety vest required
- (5) Use proper mounting and dismounting procedures
- (6) In case of rollover, grip steering wheel and brace with your feet, Do not Jump
- (7) Do not have passengers
- (8) Maintain a safe speed
- (9) Slow down and sound horn when crossing aisle ways and/or areas with limited visibility
- (10) When unattended place forks/clamps level and flat on the ground
- (11) Do not walk underneath forks/clamps
- (12) Always use proper basket when lifting personnel
- (13) Keep an eye on fellow employees to prevent unsafe behavior
- (14) Use caution when operating on uneven/elevated surfaces
- (15) Do not enter unfamiliar area or perform tasks without specific direction from Superintendent/Ginner

1. Lint Cleaner Operator

a) Duties

- (1) Keeps grid bars clean and blown down
- (2) Keeps an eye on employees to prevent unsafe behavior
- (3) Follows fire procedures listed in Emergency Action Plan
- (4) Keeps an eye on the batt to ensure proper lint cleaner function
- (5) Keeps work area clean/blown down to assist sweeper
- (6) Assists in the event of a choke-up/breakdown at the lint cleaners

b) Training

- (1) Trained on lint cleaner operation and hazards
- (2) Trained on LockOut TagOut Procedures
- (3) Fall protection

c) Safety Rules

- (1) Be aware of your surroundings and other employees
- (2) Use air wand/gin stick to clean grid bars/rollers
- (3) Keep hands clear of drives, feed rollers, and saws
- (4) Do not remove guards unless machine is off, coasted down and LockOut TagOut Procedures are implemented
- (5) Saw cylinders take roughly 10 minutes to coast down
- (6) Do not wear gloves
- (7) Do not enter unfamiliar area or perform tasks without specific direction from Superintendent/Ginner

1. Module Feeder Operator

a) **Duties**

- (1) Keeps an eye on fellow employees to prevent unsafe behavior
- (2) Follows fire procedures listed in Emergency Action Plan
- (3) Have good communication with module truck driver
 - (a) When the area is clear, give the signal for the truck driver to reverse into the module feeder shed
 - (b) When area is clear and the module is ready to be unloaded, give the signal for the truck driver to unload module
- (4) Un-tarp modules
- (5) Remove module tag and deliver to ginner
- (6) Round module handling
- (7) Check moving parts for wear and alignment such as sprockets and chains
- (8) Keep area clean

b) **Training**

- (1) Trained on module feeder operation
- (2) Trained on tarp rolling, and operation of tarp rollers
- (3) Trained on LockOut TagOut Procedures
- (4) Trained on specific round module handling procedures
- (5) Fall protection

c) **Safety Rules**

- (1) Be aware of your surroundings and other employees
- (2) Do not walk across module feeder bed rollers, chains, or chain mesh while they are turning
- (3) Do not walk across the conveyor belt
- (4) Do not stand between module truck and module feeder bed
- (5) Reflective safety vest required
- (6) Do not enter unfamiliar area or perform tasks without specific direction from Superintendent/Ginner

1. Module Truck Operator

a) Duties

- (1) Move cotton from the field to the gin
- (2) Conduct pre/post trip inspections/maintenance
 - (a) Report problems to ginner/superintendent
- (3) Wear seatbelt
- (4) Refuel equipment

b) Training

- (1) Class A or B Drivers License
- (2) Trained on module truck operation
- (3) Fall protection

c) Safety Rules

- (1) Be aware of your surroundings and other employees
- (2) Use proper mounting and dismounting procedures
- (3) Wear seatbelt
- (4) Maintain safe speed at all times
- (5) Use caution when operating on uneven/elevated surfaces
- (6) Do not enter unfamiliar area or perform tasks without specific direction from Superintendent/Ginner
- (7) Obey state traffic laws and signs

1. Mote Press Operator

a) Duties

- (1) Keeps an eye on fellow employees to prevent unsafe behavior
- (2) Follows fire procedures listed in Emergency Action Plan
- (3) Operates and observes mote press
- (4) Keeps area clean/blown down
- (5) When bale is ready to be removed, notify the forklift operator
- (6) Regularly inspect hinge pins, hinges and door latches

b) Training

- (1) Trained to operate mote press
- (2) Fall protection

c) Safety Rules

- (1) Be aware of your surroundings and other employees
- (2) Keep hands away from pinch points
- (3) Do not stand in front of mote press door or latch
- (4) Wear safety glasses
- (5) Do not enter unfamiliar area or perform tasks without specific direction from Superintendent/Ginner

a. Sample Grabber

a) Duties

- (1) Keeps an eye on fellow employees to prevent unsafe behavior
- (2) Follows fire procedures listed in Emergency Action Plan
- (3) Assists in tying, bagging or sample grabbing as needed
- (4) If using an auto strapper:
 - (a) Keeps unit clean/blown down to ensure proper functioning
 - (b) Replaces strap, wire spools as needed
- (5) Retrieves sample in as safe a manner as possible
- (6) Bags sample with tag
- (7) Places in USDA sample bag

b) Training

- (1) Understand where all Emergency Stops are located
- (2) Trained on bagging, tying, and sample grabbing, in case needed to fill in
- (3) If using an auto strapper, trained on how to operate it
- (4) Trained on the proper way to retrieve, tag and bag sample
- (5) Fall protection

c) Safety Rules

- (1) Be aware of your surroundings and other employees
- (2) LockOut TagOut Procedures
- (3) Do not walk across bale handling system while in motion
 - (a) rollers turning or chains moving
 - (b) bale pusher is cycling
- (4) Retrieve sample as safely as possible
- (5) Do not retrieve sample until bale has completely passed by the auto strapper chute, if equipped
- (6) If you miss the sample, stop the movement of the bale and then safely remove the sample
- (7) Wear safety glasses
- (8) If press turns above ground, do not stand on press deck while press is turning
- (9) Do not catch bale while coming off of bale handler
- (10) Do not enter unfamiliar area or perform tasks without specific direction from Superintendent/Ginner

1. Superintendent/Ginner

a) Duties

- (1) Directly responsible for smooth operation of gin plant
- (2) Directly responsible for gin maintenance and repair
- (3) Operates the gin console
- (4) Oversees the ginner's helpers
- (5) Responsible for training all gin employees
- (6) Keeps an eye on employees to prevent unsafe behavior
- (7) Have good communication with Head Press Operator
- (8) In the event of a choke-up, all employees report to him for directions
- (9) Aware of all hazards in the gin
- (10) Uses and enforces LockOut TagOut Procedures
- (11) Continually monitors gin for fires or any mechanical irregularities
- (12) Follows fire procedures listed in Emergency Action Plan
- (13) Ensures gin is at proper capacity
- (14) Manages humidification and drying to maximize ginning/fiber quality

b) Training

- (1) Trained on all equipment in the gin, including operation, hazards, and repair
- (2) Trained on how to operate ginner's console
- (3) Certified Safety Trainer
- (4) Trained on LockOut TagOut Procedures
- (5) Fall protection

c) Safety Rules

- (1) Be aware of your surroundings and other employees
- (2) Do not remove guards unless machine is stopped and LockOut TagOut Procedures are implemented
- (3) Sound warning horn multiple times before starting equipment and wait a few seconds before starting
- (4) Account for all employees before starting equipment that has been locked out

1. **Tarp Roller**

a) **Duties**

- (1) Keeps an eye on fellow employees to prevent unsafe behavior
- (2) Follows fire procedures listed in Emergency Action Plan
- (3) Folds tarp
- (4) Rolls tarp
- (5) Ties tarp
- (6) Assists module feeder operators as needed
- (7) Keeps his area clean

b) **Training**

- (1) Trained on tarp roller operation and hazards
- (2) Trained to operate module feeder
- (3) Fall protection

c) **Safety Rules**

- (1) Be aware of your surroundings and other employees
- (2) Do not wear gloves while rolling tarp, if gloves are necessary, cut the finger tips off
- (3) Do not tie down or modify the tarp roller switch in any way
- (4) Reflective safety vest required
- (5) Do not enter unfamiliar area or perform tasks without specific direction from Superintendent/Ginner

1. Yard Module Truck Operator

a) Duties

- (1) Follows fire procedures listed in Emergency Action Plan
- (2) Conducts pre/post trip inspections/maintenance
 - (a) Report problems to ginner/superintendent
- (3) Wears seatbelt
- (4) Refuels equipment
- (5) Loads module feeder
- (6) Keeps module feeder loaded with modules in correct order
- (7) Pay attention to modules in yard in case of hot module
- (8) Allow yard hand to load leftover cotton into module truck

b) Training

- (1) Trained on how to drive module truck
- (2) Trained on how to load module feeder
- (3) Trained on LockOut TagOut Procedures
- (4) Does not back truck into module feeder barn or load module onto feeder before given the OK by module feeder operator
- (5) Fall protection

c) Safety Rules

- (1) Be aware of your surroundings, other employees, and other yard traffic
- (2) Use proper mounting and dismounting procedures
- (3) Wear seatbelt
- (4) Do not back truck up into module feeder area or unload module onto feeder until OK given by module feeder operator
- (5) Maintain safe speed at all times
- (6) Use caution when operating on uneven/elevated surfaces
- (7) Reflective safety vest required
- (8) Do not enter unfamiliar area or perform tasks without specific direction from Superintendent/Ginner