



The Charter Experience:

Evolution of
On-the-Job Training
with a 4-Step Method



Little Did You Know...



**CHARTER
STEEL**

What We are Proud of...

- Over 45 years
- Located in Saukville, WI on over 200 acres
- Family Owned, Privately Held
- One of the largest recyclers in the state of WI!
- Over 700 employees
- We make steel that goes into **EVERYTHING!**

Remember 2021?

- Who was struggling to find people?
- Who was struggling to KEEP people?
- Who noticed the change in past work experience entering manufacturing?

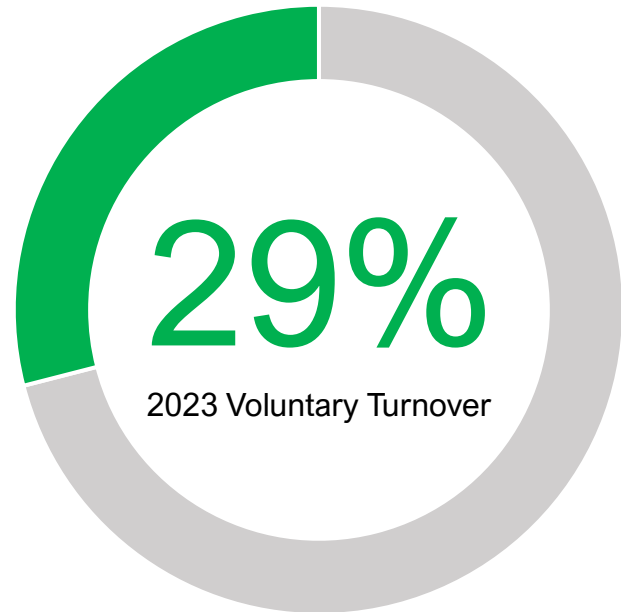
Reducing Turnover & Time to Certification

2021



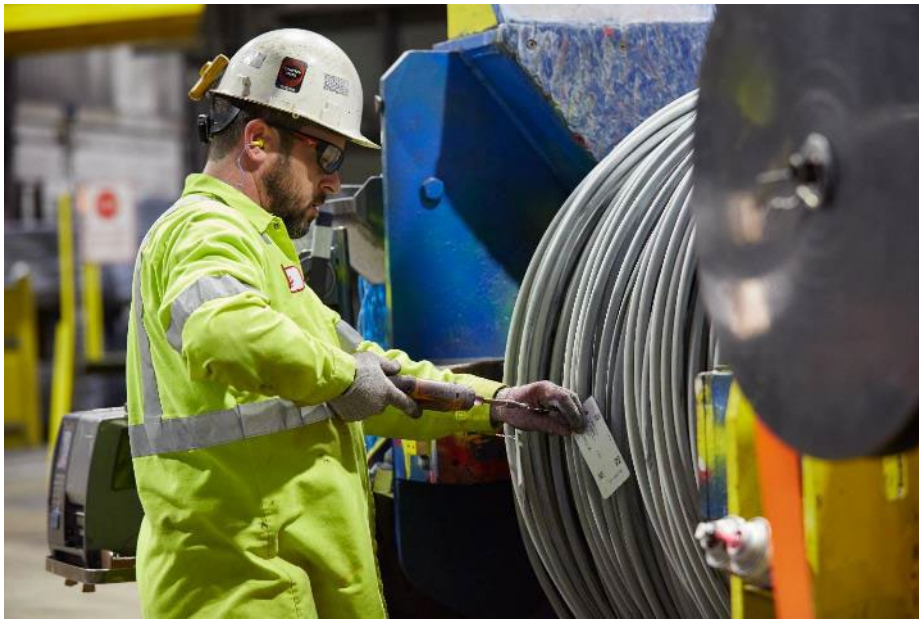
190 Days

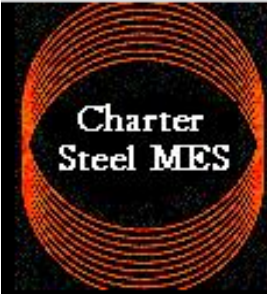
2024



99 Days





[Home](#)[SKV Melt](#)[SKV Roll](#)[SKV Proc](#)[CLV Melt](#)[CLV Roll](#)[FOS Proc](#)[CHARTERNet](#)

CHARTER STEEL SAUKVILLE MELTING DIVISION - LEVEL III PROCEDURES

CSM9.1.5 - Billet Yard - Billet Conditioning - Billet Identification

| | | | |
|-------------------|---|------------------|---------------------|
| DIV. PROC MAP #: | M9.1.5 | REVISION #: | 3 |
| AREA: | Billet Yard | REVISION DATE: | 01-21-2019 |
| ACTIVITY: | Billet Conditioning | RESPONSIBLE: | Conditioners |
| CONTROL TASK: | To Identify, Mark All, & Sample Billets | MANAGER: | Billet Yard Manager |
| CONTROL ELEMENT: | Billet Identification | WHAT RECORDED?: | N/A |
| PROCESS STANDARD: | Chalk Ht#, Str#, Blt# side of Billet | WHERE RECORDED?: | N/A |
| HOW OFTEN DONE?: | 1/Billet | HOW MEASURED?: | Visual |

WHY IS THIS DONE?

To ensure that all billets are identified properly.

PROCEDURE

Legibly hand write with chalk the heat number, strand number, and billet number on the south side of the billet. In addition, mark the strand number and billet number on the end of the billet. Check these chalked identifications against the Billet Production Log once you get the Production Log from the Torch Operator. Weld the steel tags on the south side of the billets. The crane operator should not remove billets from the pusher table without a chalk ID.

CORRECTIVE ACTION

Any billet that is found without a chalk ID must be rechalked to match the tag ID.




NON-CONFORMANCE ACTION

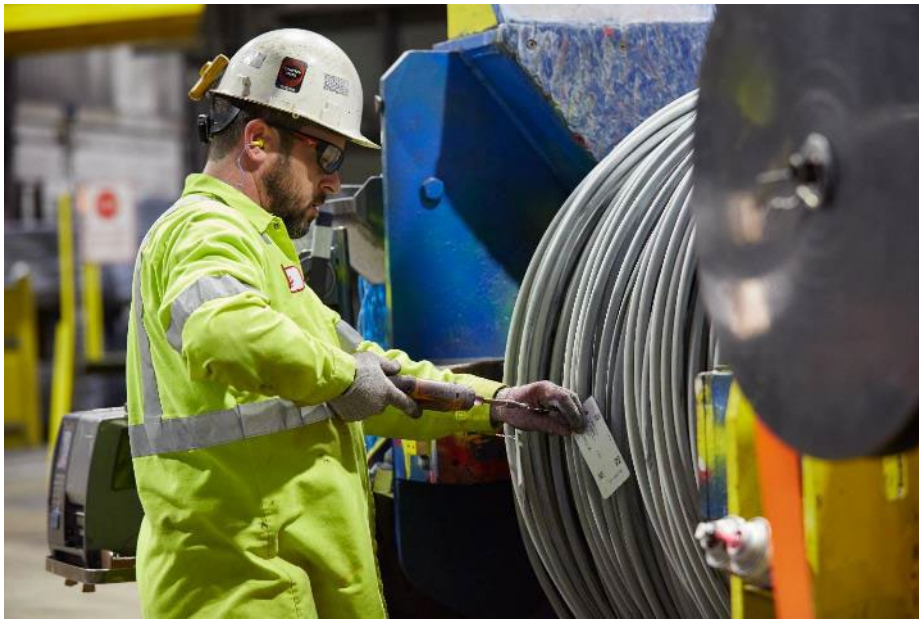
Billets with no tag or chalk ID should be sampled for chemistry and left on the cooling table until the results are ready. In the case where the heat is identified incorrectly, (tags or hot chalk) the Conditioners must record this on the Daily Conditioning Report and the dry erase board located in the inspection office. This will inform the Billet Inspectors and Managers of the error.

AUDIT PROCEDURE

Audit this procedure by verifying that the chalk ID is legible, and record heat number audited. Also, question the Billet Conditioners

SWP #239 Billet Conditioning

| JOB STEPS | POTENTIAL HAZARDS | SAFE WORK PRACTICES | PHOTOS |
|------------------------------------|---|---|--|
| 1. Conditioning Billets General | <ul style="list-style-type: none"> ❖ Trip/Fall ❖ Burns ❖ Pinch Points ❖ Eye Flares ❖ Dropping/Crushing | <ul style="list-style-type: none"> ❖ Follow your standard safe practice and wear your proper PPEs (includes face shield with eye flips) ❖ Keeping your work area clean after every turn ❖ Keep up with areas PMs ❖ Follow Procedures |  |
| 2. Tagging | <ul style="list-style-type: none"> ❖ Trip/Fall ❖ Burns ❖ Pinch Points ❖ Eye Flares ❖ Dropping/Crushing | <ul style="list-style-type: none"> ❖ When tagging always use face shield and flips to protect you from hot air born particles as well as eye flares ❖ Wait for table and pusher table to come to a complete stop before welding tag on face of billet ❖ Keep your settings on the welder at the proper set points ❖ Once you strike an arc use your other hand to help shield some of the flare from your eyes ❖ Keep your hands safely away from your welder tip so not to get your hands ❖ Always take your time when tagging ❖ Wait until the billet is done being dropped and pushed ❖ Do not stand on Rails to reach billets |  |
| 3. Placing Elbows | <ul style="list-style-type: none"> ❖ Trip/Fall ❖ Burns ❖ Pinch Points ❖ Dropping/Crushing | <ul style="list-style-type: none"> ❖ Use only one hand while placing the elbow, holding it only by the handle – NEVER position any part of your body between the elbow and next billet ❖ Hold onto the safety bar with the opposite hand to reduce Line of Fire exposures ❖ Refer to SWP 71 for Missed Elbows |  |



Solution – 4-Step On-the-Job Training Process



Key Takeaways to Share

- Conduct your current state analysis
 - Keep the end user at the top of mind
 - LISTEN to your business stakeholders
- Start small, learn and apply to the next department
- Do something, it doesn't have to be perfect!
- Continuous Improvement mindset...

Understanding Tags

The different types you will see and what they mean

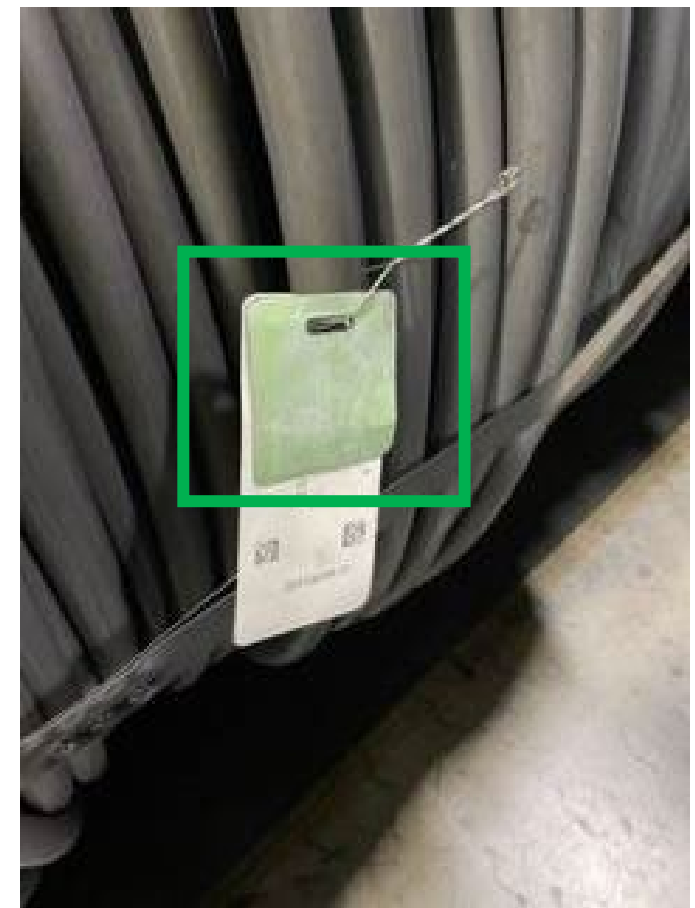
1



2



3



- Mill Tags – these metal tags are applied at the end of the rolling mill.
- Blue Tags – these tags indicate special handling. This includes, only using a forklift with a protected pole and mast, coils **must** be unloaded and transported **one** at a time, coils may **not** be stacked, **no** coil-to-coil contact when storing and must **always** be stored in the designated locations.
- Green Tags - these tags indicate heavy coils. This includes, both 5100lb and 5600lb coils **must** be unloaded and transported **one** at a time, using a forklift with a protected pole and mast. Only the 5100lb coils can be double hooked at the Pickle House. Coils may be stacked in the coil yard and coils may have coil-to-coil contact when storing or staging.

Billet Conditioner - Hot Marking (Saukville)

This course will prepare you to safely perform the hot marking job task.

Lessons in This Course

Additional Course Details

Lessons in This Course

Completed 0/3

1 [Safe Work Practice - Billet Conditioning Tasks](#) →

Media

2 [Billet Identification - Level III Procedure](#) →

External Link

3 [Billet Conditioner - Hot Marking](#) →

Media



[▶ Start Course](#)

NOT STARTED

★★★★★ (2)

Lessons

3

Delivery Mode

Self-Directed

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Comments



Add a comment. Type "@" to tag someone.

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Interested in your team doing this course?

[👥 Enroll My Team](#)

Drop enrollments for others?

Billet Conditioning - Hot Marking SKV

Proper PPE ✓

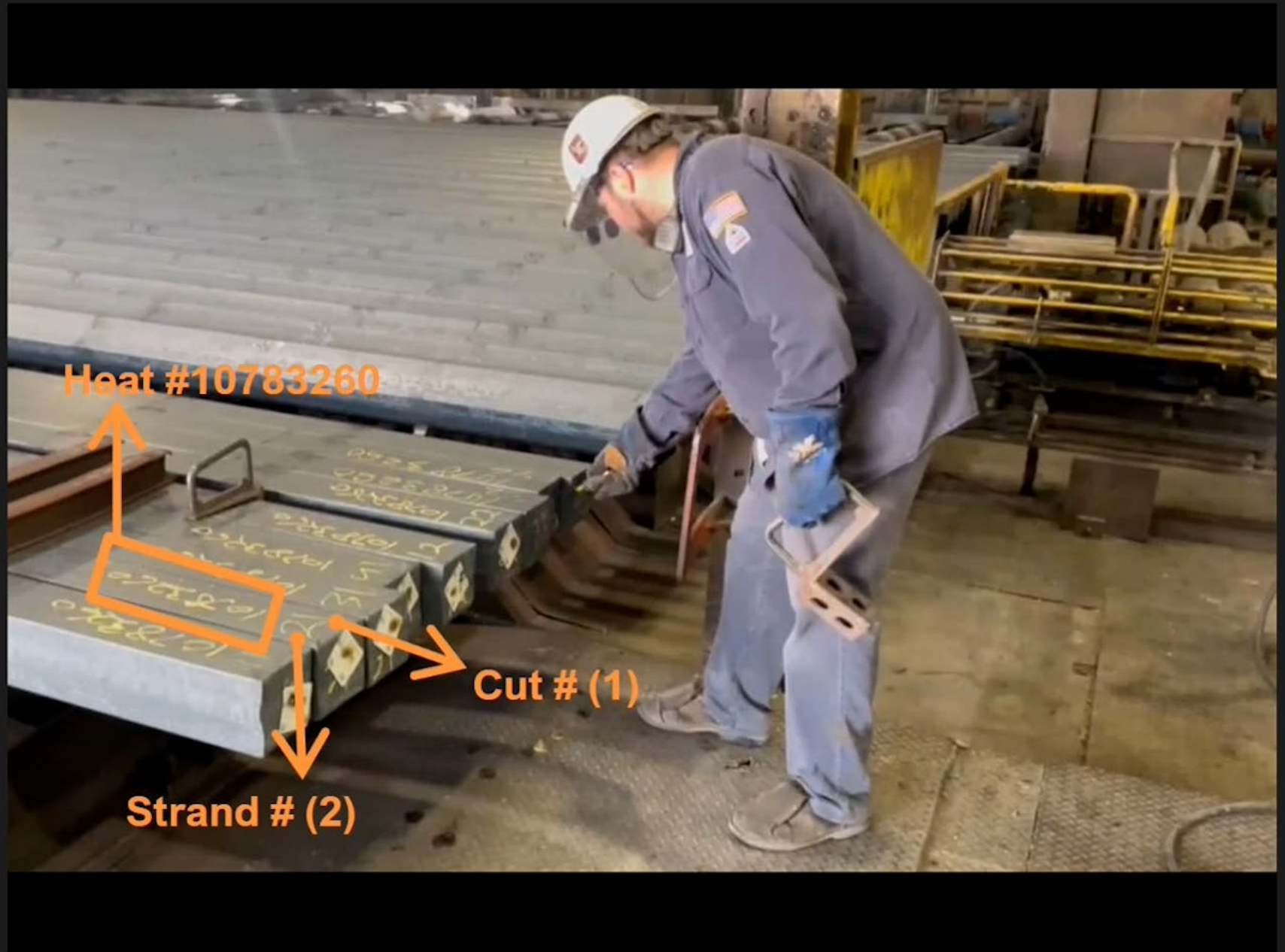
Reading Reports ✓

Hot Marking ✓

Hot Marking Video 🔒

Knowledge Check I 🔒

Trainees now have a better understanding of how their job impacts processes before and after their work



Billet Conditioning - Hot Marking SKV

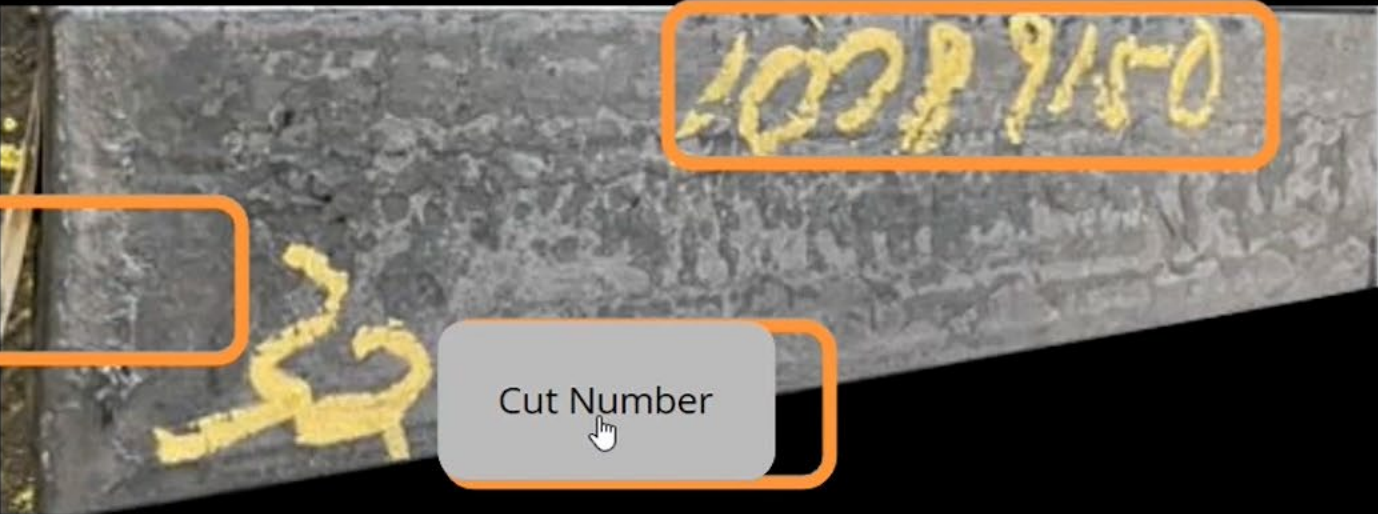
Proper PPE ✓

Reading Reports ✓

Hot Marking ✓

Hot Marking Video ✓

Knowledge Check I ✓



Drag and drop the following three terms on the appropriate locations of the billet. Once placed, click the checkmark in the bottom right to check your answers.

Heat Number

Strand Number

Knowledge checks are imbedded after each lesson to help trainees with retention

Impact on the Floor

New Team Member Experience

- Basic knowledge of the job is covered consistently, before hitting the floor
- Understanding safety exposures and the proper behaviors to control exposures
- Able to contribute to the team sooner, increasing their engagement

Impact of a Trainer

- Trainers train more than tasks
- Behavior and attitude of the trainer matters
- Good influence – Culture keeper
- Able to build trust with new hires

Future Investments in Training



- Introducing Train-the-Trainer program
- Investment made in training software (Dozuki)
- Virtual Reality simulations

Let's Stay Connected



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Learning Designer at Charter Steel



Willie Schoeder
Billet Yard Manager at Charter Steel

