

Acme Coke
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acmecoke.com

Document archive

New Employee Orientation
Undated

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Acme Steel Company

New Employee Safety Orientation

1. Acme Steel New Employee Orientation
(Video - 15 min.)
2. General Safety Rule Booklet
(Discussion - 10 min.)
3. Safety Orientation for Industry
(Video and Discussion - 20 min.)
4. Safety Bulletin 100% Cotton Clothing
(Discussion - 10 min.)
5. Heat Exhaustion
(Video and Discussion - 25 min.)
6. Union/Management Safety Committee
(Discussion - 15 min.)
7. Personal Protective Equipment
(Video and Discussion - 30 min.)

VIDEO

A. INTRODUCTION

Video of batteries from the best angle.

B. BRIEFING

Employees in lunchroom being briefed by foreman before the start of the shift.

C. Lidman going through procedure for opening up ovens.

D.. Larry car loading and traveling to oven to be charged.

E. Larry car set up on oven to be charged

Checking uptake

Drop sleeves .

Charge oven

East - West - Center

Calls for level

Closes chuck door

Raises East - Center - West

F. Lidman sets "U" tube just before charge

After charge raise "U" tube push lids on oven

charged and assist oven.

Sweeps excess coal into each hole and replaces lid.

Seals up all lids.

Removes steam on oven charged and assist oven.

Check for green light before proceeding to next

oven to be charged.

G. DOOR MACHINE OPERATOR

Enter oven number into computer
Travels to oven to be pushed.
Removes door.
Set ;up coke guides.
Line up HKC hood car.
Cleans door (assist door cleaner)
Make sure Quench car is in position
Calls for the push.
Observes push from door machine.
Sets up to clean the jamb.
Cleans the jamb ;using jamb cleaner.
Observes door cleaner cleaning up coke
scrap, also, cleaning sill.
Push back coke at base of oven so door will
set in properly.
Travels to replace the door.

H. PUSHER OPERATOR.

Visual check of bench for fellow employees
in the area.
Enter oven number into computer.
Travels to oven to be pushed.
Removes the door.
Pushes oven when call from door machine
operator.
Cleans top section of door; also, checks for
location of door cleaner.
Spots up for jamb cleaner.
Activates jamb cleaner.

Moves to replace door.

Observes door cleaner cleaning up scrap.

Replaces the door.

Spots up to level oven when signal is received.

Open check door.

Levels over (land $\frac{1}{2}$ strokes).

Cleans check door and casting.

Closes chuck door

I. DOOR CLEANER (PUSHER SIDE)

Stands back while the door is removed.

Shuts off hydrolic system and ram.

Shuts off travel switch before cleaning door.

Cleans the door. (bottom 2/3rds. of door)

Activates travel switch.

Activates switch for ram.

After push cleans up scrap.

Activates hydrolic switch.

Pusher sets up for jamb cleaner and cleans the jamb.

Door cleaner cleans up any scrap and cleans the sill plate.

Pushes any coke into the oven at the base so the door will set down properly.

Signals pusher operator to replace the door.

Signals pusher operator that the door is replaced and locking bars are in position.

J. DOOR CLEANER (COKE SIDE)

Travels on door machine to the oven to be pushed.
After the door is removed, goes upstairs of door machine to clean the top section of the door.
Comes down to clean the bottom section of the door.
(Here they are assisted by the door machine operator.)
Jamb cleaner cleans the jamb.
Door cleaner cleans up coke scrap; also, sill plate.
(Observed by door machine operator.)
Door machine travels to replace the door.

K. QUENCH CAR OPERATOR

Visual inspection of car, any leaks, test brakes.
Nobody allowed to ride outside the locomotive.
Operator or person on job training must be inside the cab.
Spots up to catch a load of coke.
Catches coke in quench car so the load is evenly distributed in car.
Travels to quench station, also looks out window to observe position and condition of coke on the wharf (fires)
Quenches the load.
After quench cycle is complete he travels to the wharf and dumps the load.
Observes the load dumping. He may have to contact the foreman to adjust the quench cycle.
Travels to the door machine for the next push.

L. **HEATERS AND HEATER HELPERS**

Lock out procedure before going into basement.

(reverse machine.

Shuts down walls to be cleaned before removing pings.

Cleans pins; replaces pins.

Checks pins to be sure they are secure.

Turn walls back on.

Shooting temps. know where the machines are; also, sections where they are pushing and charging.

Watch out for fires or excess heat while shooting temperature.

Watch out for fire or carbon dust while inspecting flue holes and caps.

M. **PATCHERS**

Mixing slurry.

Proper lifting procedure.

Working off a man lift.

Safety belts and gate chains.

Make sure they notify machine operators and supervisors ;that they are working in the area.

WELCOME TO ACME METALS

Chicago Coke Plant

Coke Oven Division

The purpose of this video is to introduce employees to the coke ^{battery operations} ~~oven~~ division, and to briefly introduce employees to the jobs in the department pertaining to responsibility and job safety.

Acme Metals is involved in Total Quality ^{Improvement} ~~Control~~ Process. Our mission statement goes hand in hand with our employees' and company's goals.

ACME METALS INCORPORATED MISSION STATEMENT

Acme Metals Incorporated is committed to providing high-quality products and services which totally satisfy the needs of our customer. Customer satisfaction (both internal and external) will be achieved by implementing a continuous quality improvement process that applies to all of our business activities. Well-trained, informed, involved and committed employees, who have been provided with the necessary tools, equipment and other resources, will implement the process. Our ultimate objective is continuous improvement and perfection in all products and services delivered by Acme Metals Incorporated.

You will be briefly introduced to the job of:

Pusher Machine Operator

Door Machine Operator

Larry Car Operator

Quench Car Operator

Lidman

Door Cleaner

Heater and Heater Helper

Patcher

At the start of each shift, a brief meeting is held to communicate with the shift personnel what has happened on the battery since they ended their last shift. Also, any safety items they wish to discuss. The meeting ends with a discussion of their work schedule for the day.

PUSHER MACHINE OPERATOR travels to the ~~first~~ oven to be pushed. At the proper time he removes the door. He cleans the top section of the door, being very careful not to damage the knife edge of the sealing strip that goes around the door. He pushes the oven when called for by the Door Machine Operator. After the push he spots up for the jamb cleaner to clean the jamb. At the proper signal he activates the hydrolic system and cleans the jamb. He then replaces the door and spots up to level the oven he has just pushed.

DOOR MACHINE OPERATOR travels to the oven to be pushed. At the proper time he removes the door. He then spots up his machine for the coke guides to lock in on the oven to be pushed. He checks to be sure the quench car is in place and ready to accept the hot coke and calls for the push.

He assists the door cleaner cleaning the door, giving special attention to the knife edge so as not to do any damage to the seal against the frame of the oven.

He spots up to activate the jamb cleaner, always being aware of the position of the door cleaner. He cleans the jamb and observes the door cleaner cleaning up the scrap before he replaces the door. Then he travels to the next oven to be pushed.

*from the
coal bins*

LARRY CAR OPERATOR loads the larry car and travels to the oven to be charged. Spots up on the oven, drops his sleeves and inspects the uptake and gooseneck to see that no obstructions are present. He cleans the raiser cap, being careful not to damage the sealing edge of the raiser cap. He drops the raiser cap on the stand pipe and engages the seating arm to the housing of the raiser cap.

He now starts the charge into the oven; dropping the east coal hopper, the west coal hopper, and then, the center hopper about half way. He calls for the pusher operator to level the oven. As the leveler bar is going into the oven, he drops the balance of the coal from the center hopper. After the level is complete, he raises the east sleeve, lidmen replace the lid; then the center sleeve, lidman replaces the lid; then, he raises the west sleeve and the lidman replaces the lid. The larry car then proceeds to the coal bins for another load of coal.

QUENCH CAR OPERATOR travels to the oven to be pushed and spots up on the coke guides. He ~~hen~~ signals the door machine operator that he is ready to catch the load. As the coke comes out, he catches the load as evenly across the car as possible. He travels to the quench station, spots up, and activates the quench cycle from inside the cab. After he quenches the coke he dumps the load on the wharf and proceeds to the next oven to be pushed.

LIDMAN checks his schedule for the oven to be pushed. He opens up the ovens by taking it off the main (lowers the damper). He raises the riser cap and then breaks the seal on the lids. He inserts the side steam into the standpipe and inspects the gooseneck and the uptake. He cleans the gooseneck by using the disc, moving it back and forth into the gooseneck, going all the way to touch the damper. He then goes up on the gas main to inspect the standpipe.

He uses an air lance to remove any restrictions that may be there. Before the larry car arrives he removes the lids, he also inspects the charge holes for any restriction, and removes them before the charge. He puts steam in the assist oven, removes the lid on the assist oven and the oven to be charged, inspects the hole and sets the "U" tube for the charge, and, assists in any way he can to prevent any emissions.

After the charge he replaces the lids as the larry car operator raises the drop sleeves. He then removes the lids one at a time and sweeps around the charge hole and removes any spillage that may have occurred during the charge. He then seals up the lids using a slurry solution provided. He removes the steam on the assist oven and the freshly charged oven and proceeds to the next oven to be charged.

DOOR CLEANER/PUSHER SIDE observes the door being removed by the pusher machine. After the door is in position he shuts off the safety switches: (1) hydrolic switch, (2) ram activating switch, (3) pusher travel switch.

He then proceeds to clean the door, being careful not to damage the knife edge. He also observes the pusher machine operator cleaning the top section so that no hot carbon drops down to his level. He should clean on opposite sides of the door. The cleaner then sweeps any scrap that has fallen off the door or in the area around the oven to be pushed.

After the ram has been retracted the door cleaner throws the scrap back into the oven, activates the travel safety switch and the hydrolic safety switch. The pusher then spots up the machine to clean the jamb. The door cleaner observes the jamb cleaning and throws any scrap that may have fallen on the sill back into the ovens. The pusher then spots up to replace the door. The door jack is removed when the door cleaner gives the signal.

DOOR CLEANER/COKE SIDE observes the door being removed by the door machine. He goes to the upstairs of the door machine to clean the top section of the door, comes down and completes the bottom section of the door. After the jamb is cleaned, the door cleaner cleans up the scrap and any scrap on the sill before the signal is given to replace the door.

HEATER AND HELPER record the wall temperatures of the ovens on every shift. They clean the metering pins in the basement so as to keep the flow of gas to the pins free of any foreign material. They monitor the various charts in the basement control room. They oversee the entire heating system for the ovens.

PATCHERS maintain all the brickwork on the batteries. They mix their own slurry. They operate various sizes and types of lifts. This involves a great deal of communication with the various operating crews and supervisors on the ovens.

Each employee is to work safety, not to waste any material or damage any equipment. They must wear all safety equipment and see that all issued equipment is usable, and to replace any damaged equipment from the safety supply stores locker.

A Vision Statement was prepared by a team of fellow employees consisting of the main steering committee. This team is made up of members of Local #1127, Plant Security, and Locals #1053 and #1657 of the United Steelworkers Union, and members of the management team. It reads as follows:

VISION STATEMENT

Acme Metals Incorporated will be recognized as a provider of maximum value to its customers, shareholders, employees, supplies, and other stakeholders.

MAXIMUM VALUE FOR OUR CUSTOMERS MEANS PRODUCTS AND SERVICES

WHICH:

Consistently meet or exceed their requirements.

Are unequaled by any other supplier.

Are delivered on time every time in the amount required.

Result in the optimum cost for our customer.

MAXIMUM VALUE FOR OUR SHAREHOLDERS MEANS:

A continuously profitable company.

An opportunity for a superior return on their investment.

Affiliation with a company recognized for its integrity, pursuit of excellence and corporate citizenship.

MAXIMUM VALUE FOR OUR EMPLOYEES MEANS:

A safe and healthy workplace.

Financial security for themselves and their families.

Opportunity for continuous professional growth and personal improvement.

Pride in the services and products made.

MAXIMUM VALUE FOR OUR SUPPLIERS MEANS:

A long-term financially rewarding partnership.

The opportunity to continuously improve their own products and services.

Achieving a high quality reputation in the markets they serve.

MAXIMUM VALUE FOR ACME'S OTHER STAKEHOLDERS MEANS:

Involvement with a company that always meets its ethical, civic, environmental, financial, and legal obligations in the communities where it operates.

Affiliation with a company known for its integrity and loyal partnerships.