



**Treadsmart Division  
Warehouse Supervisor  
Training Workbook**

Name	
Branch	
Start Date	
Manager	

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## **JOB DESCRIPTION**

**JOB TITLE:** Warehouse Supervisor  
**DEPARTMENT :** Treadsmart  
**IMMEDIATE SUPERIOR:** Operations Manager

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### **MAIN PURPOSE OF JOB**

To ensure the smooth running of the warehouse. To ensure all loads for the drivers are prepared accurately and on time.

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### **KEY TASKS**

1. To ensure that the Warehouse staff are working to their maximum potential and productivity within company procedures.
2. To maintain the relevant paperwork and report to the Manager when levels of standard mats fall below the required level, and if any logo / unicolor mats go missing. Action any work items related to missing mats.
3. To quality check all mats as they are put away from the laundry and as they are packed onto loads. Ensure any damaged mats are repaired and relabelled when required.
4. To keep stock areas clean and tidy at all times.
5. Ensure all new mats are booked in correctly and pre-washed if necessary.
6. To carry out stock takes as and when requested.
7. To carry out any task deemed necessary by the Operations Manager.
8. To liaise and form good working relationships with other members of staff within the Branch and all external departments.
9. Ensure cancelled and discontinued mats are listed and disposed of correctly.
10. Ensure logo / unicolours are on correct pallets.
11. To fully comply with all current Health and Safety legislation, and to ensure maximum awareness and compliance in all staff.

## SKILLS AND KNOWLEDGE REQUIRED TO PERFORM THIS ROLE

- Capable of handling several hundred mats on a daily basis
- Initiative
- Ability to work under pressure.
- Forklift licence.
- Oral and written communication skills
- Supervisory / coaching skills
- Knowledge of service computer system: Account enquiry  
Work items menu  
Logo mat enquiry

### Health and Safety

- inform new employees of any hazards involved in the operation of the Dept.
- maintain a clean and tidy working area, including points of access & egress
- ensure that control measures are operable and tools, equipment and PPE as necessary is issued to employees and used
- ensure that any corrective measures intended to control hazards are implemented to protect employees
- ensure that tools, equipment and fire fighting appliances are not misused
- ensure all accidents or incidents are reported to the relevant person for inclusion in the accident book

**Depot Orientation**  
**Day 1**

1. Introduction to Company & Staff	-	
2. Health and Safety on site	-	
3. First Aid Kits/First aiders	-	
4. Accidents/Incidents/Reporting	-	
5. Fire Arrangements on site	-	
6. Company polices	-	
7. Company procedures	-	
8. Personal Protective Equipment	-	
9. Functions of other divisions	-	
10. Functions of central departments/Laundries	-	
11. Functions of other departments	-	
12. Company Handbook	-	
13. Copy of driving licence	-	
14. Health and Safety Representative	-	

## Medical History

Repetitive strain injury	Y / N
Back injury	Y / N
Dermatitis, eczema or other skin conditions	Y / N
Asthma	Y / N
Any other illness/condition that may affect your ability to do your job	Y / N

If the answer to any of the above questions is YES it may be necessary for PHS to contact your GP for further information regarding that specific illness / condition.

Please note: PHS will not approach your GP unless we have written permission from you. Any correspondence between PHS and your GP will be made available to you. Any information obtained from your GP will be treated as strictly confidential.

I have read and fully understand all of the above questions regarding my medical status.	
Date	
Employee	
Manager	

## Company Policies and Procedures

Ref	Training Subject	Date completed	Trainer signs	Trainee signs
QA20	Training and Development			
QP37	Staff Appraisal & Training			
WI37-01T	Personal Development Portfolio			
QA07	No Smoking Policy			
QA05	Equal Opportunities Policy			
WI57-05	Accidents / Incidents			
QA03	Health and Safety policy			
QP57	Procedure for meeting health and safety responsibilities			
WI57-01	Health and Safety information to staff			
WI57-02	Employees Responsibilities Towards H&S			
QA15	Sickness and absence policy			
QA01	Mission Statement			

## Work instructions

Ref	Training subject	Date completed	Trainer sign	Trainee signs
QA09	Organisational structure and responsibilities			
RC16	Servicing Dustmats			
MFM-03	Transport policy company vehicles			
	Site and Plant maintenance			
WI57-05	Reporting and investigating of accidents, near miss incidents and diseases			

## Induction Training

Ref	Training subject	Date completed	Trainer sign	Trainee signs
	Day out with a service driver			

## Warehouse Operative Knowledge

Training subject	Trainer sign	Trainee signs
Standard mats		
Loose Lay Unicolour / Logo		
Fitted Unicolour / Logo		
Anti-Fatigue		
Antibacterial drainage mats		
Forma / Prior		
Acquisition mats		
Logo mat descriptions and numbers		
Segregation of clean and dirty mats		
Forklift charging/PPE		
Quality control		
Loading/unloading vehicles		
Forklift restricted areas		
Problem/damage mats		
Forklift use		
Manual Handling		
Reporting very heavy mats		
Trolleys/mat cages/pallets		



## Packing and Manual Handling

Training subject	Trainer sign	Trainee signs
Fixed routes		
Work tickets		
Stock takes		
Packing sheets		
Where and how loads are issued/rtned		
Shortages of mats on load		
Return of clean mats		
Pallet truck		
Weight of mats on loads		
Folding mats		

## Training Records

This workbook must be completed, including the health and safety training course, within 3 months of the start date.

Trainee Name	
Branch	
Trainee Signature	
Manager signature	
Start Date	
Date of completion of the workbook	

***When fully completed, a photocopy of this page must be sent to the Training Department at Caerphilly Head Office. These details will then be recorded on computer in our personal training records and your future courses will be booked.***