

CODES OF SAFE PRACTICES – WAREHOUSE/DELIVERY

Warehouse

- A. **When entering different work areas**, familiarize yourself with any required safety precautions. Be aware of work going on around you. Keep clear of suspended loads, traffic areas, etc.
- B. **Report any unsafe conditions or equipment to your supervisor.** Keep horseplay and rough housing away from the job. Practical jokes often become painful injuries.
- C. **Preventing accidents depends mostly on you, THINK SAFETY.** Work with care and good judgment at all times to avoid accidents.
- D. **Report any injuries immediately.** Even small cuts can become seriously infected. Rely on your supervisor's knowledge and experience if you do not understand any rule or work operation.
- E. **Intoxicants and non-prescribed drugs are NOT PERMITTED** and result in disciplinary action. Keep your mind on your job and your temper under control.

Hazards

- A. **Be sure your footing is well supported before stepping.** Watch out for overhanging planks, slippery spots, loose objects, etc.
- B. **Always have enough light on stairs, aisles, basements, work areas.** Place barricades and signs to warn of traffic, overhead dangers, etc. Have warning lights, flagmen, if necessary.
- C. **Always be seated when riding authorized vehicles**, unless designed for standing.
- D. **Wear clothing suitable for weather and your work.** Torn or loose clothing, cuffs, and neckwear are hazardous. Jewelry (rings, bracelets, neck chains, etc.) should not be worn.

Housekeeping

- A. **Maintain good housekeeping at the job.** Keep materials orderly. Prevent piles from falling or shifting (tie or support if necessary). Clean up oil, grease and water spills right away.
- B. **Provide safe access to work areas.** Do not block aisles, traffic lanes, fire exits and keep loose materials off stairs, walkways, ramps, and platforms. Avoid shortcuts, use ramps, stairs, walkways, and ladders.
- C. **Pallets are to be stored flat, no on their edge.** Do not stand on pallets. Instead of standing on a pallet use the proper ladder for the job.

Operating Machinery

- A. **Only qualified personnel should operate or service power tools, vehicles and other machinery.** Before starting machinery, opening valves, switches or similar devices, check safety of workmen. Have all safety guards attached.
- B. **Never adjust or repair machinery while it is in motion.** "Lock-out" when maintenance job requires. Report defective power tools or machinery to supervisor immediately.
- C. **Operate machinery and vehicles within rated capacities and at safe speeds.** Never point an air hose at anyone or use it to clean clothing.

Operating Forklifts.

- A. **Complete formal training before operation.** Only certified drivers may operate. Follow the listed Cal/OSHA rules and procedures.
 - 1. Rated capacity must be stated on forklift.
 - 2. No riders shall be permitted on forklift unless forklift is equipped with adequate facility.
 - 3. All unattended forklifts shall have mast at vertical position, forks in the down position, engine off, and parking brake set.
 - 4. Loaded forklift shall not be moved until load is safe and secure.
 - 5. Operators shall look in the direction of travel, and shall not move the forklift until it is certain all persons are clear.
 - 6. The forks shall always be carried as low as possible, consistent with safe operation.
 - 7. Forklifts shall not be driven up to anyone standing in front of a bench or other fixed object where such persons could be caught between the forklift and the object.
 - 8. Employees shall not place any part of their body outside the running lines of the forklift or between the mast uprights or other parts of the unit where shear or crushing hazards exist.
 - 9. Employees shall not stand or work under the elevated portion of any forklift.
 - 10. The operator shall slow down and sound the horn at all locations where visibility is obscured or obstructed. If the load being carried obstructs forward view, the operator shall be required to travel with the load trailing unless uphill.
 - 11. Extreme care shall be taken when tilting loads. Tilting forward with forks elevated shall be prohibited except when picking up a load. Tilting elevated loads forward shall be prohibited, except where the load is to be deposited on a storage rack or equivalent.
 - 12. Special precautions shall be taken in the securing and handling of loads by forklifts equipped with special attachments, and during the operation of these trucks after the loads have been removed.
 - 13. Operator of forklift shall remain in operator's seat when forklift is used with a personnel basket. Only approved personnel basket attachment will be used elevating employees.
 - 14. Inspect forklift daily before operating.

Delivery Trucks

- A. **Inspect trucks daily before operating.** Maintain a daily pre-op record and service according to schedule. Check engine oil, tire pressure, lights and make sure brakes are properly adjusted and in good working order.
- B. **Adjust side mirrors.** Keep windshield, side windows, and mirrors clean.
- C. **When operating truck, keep engine below governed speed.** . Allow engine to reach operating temperature before using full capacity operation. Check instruments for overheating, loss of oil pressure, proper RPM, and road speed. Always use proper engine speed and gear ratio. Do not coast downhill use lower gears.

- D. **Do not overload truck.** Make sure cargo is properly loaded and secured. Do not overload truck. Entering and exiting, face equipment, use handholds, steps and ladders.
- E. **When parking, set hand brake, put truck into gear and park.** Use blocks when the potential for roll away exists.

Lifting Rules

- A. **Before you lift something, prepare yourself and plan the move.** Make sure you are limber and physically fit enough to do the task safely. Size up the load to make sure you can handle it safely. If you think the load is too bulky or too heavy, ask someone to help you or try to break it up into smaller, more manageable loads. Use a hand truck or dolly if necessary. Plan your route and make sure the path is clear of trip, slip, and fall hazards.
- B. **Use proper body mechanics when lifting.** Stand close to the object with your feet about shoulder width apart. Squat down, bending at the hips and knees. Keep your back straight and in a locked position. Be sure to keep the load close to your body. When you set the load down, squat down, bending at the hips and knees, keeping your lower back arched in.
- C. **Turn, don't twist.** Instead of twisting, turn your whole body in the direction that you want to go.
- D. **Push, don't pull.** Whenever you have to move something that's on a cart, a dolly, or a hand truck, push the load. Pushing puts less strain on your back.
- E. **Don't store heavy objects higher than your waist.** Lifting objects overhead puts a lot of undue stress on your back. It's one of the surest ways to injure your back.
- F. **Lift like a pro and avoid the pain.** Learning how to lift and carry safely is one of the most important things you can do for your back. It's not hard to put these suggestions to use, and the payoffs will be well worth the time and effort you put into it.

Machinery Safety Rules

- A. **Manufacturers supply manuals with machinery.** Read the manuals and become completely familiar with the equipment before using it, paying particular attention to the potential hazards of each piece of machinery. Keep the manuals handy for future reference. Have an experienced operator provide instructions and a demonstration of the equipment before you use it.
- B. **Learn safeguarding techniques for each machine.** Become familiar with the purpose and nature of each required guard, and how to inspect and use the guards. Do not remove the guards without the approval of the maintenance supervisor.
- C. **Prepare the equipment and yourself for work.** Thoroughly inspect the equipment prior to using it (most equipment manuals have inspection checklists). Make sure all the factory installed safety devices are operating properly, and don't use the equipment if they are not. Immediately report all equipment faults to your supervisor.
- D. **Review the Personal Protective Equipment (PPE) required for safe use of each machine.** Become familiar with and wear the protective clothing provided by your supervisor and recommended by the equipment manufacturer.

- E. **Be aware of the non-mechanical hazards.** Recognize other potential hazards; they include noise (wear hearing protection if recommended), possible chemical splashing, sparking and excessive heat.
- F. **Keep the area in and around the machine neat and well lit.** Poor housekeeping and lighting are factors in a number of machine injuries. Any limitations to vision or mobility are potentially dangerous.
- G. **Do not wear loose fitting clothes or jewelry.** Long hair also needs to be confined.
- H. **Follow lockout/tagout procedures when performing maintenance.** Review the procedures with your supervisor before disconnecting the machine from its source of power. Stay in control of that source of power.

Storeroom Safety Rules

- A. Store chemicals safely. All chemical containers must be properly labeled. Store chemicals according to instructions on container labels. Be aware of where the Material Safety Data Sheets (MSDS) are kept for all the chemicals you use. Store flammable materials in a properly vented flammable liquids cabinet away from sources of ignition like hot water heaters.
- B. **Store your tools safely.** Each tool should have its place in the storeroom. The tools should only be stored after inspecting them for safety hazards and cleaning them. Check electrical tools for frayed wires and defective plugs. Make sure the ground plug is in place. Cords should be neatly wrapped and secured on the tool. Keep extension cords in good repair.
- C. **Weight can be a safety hazard.** Heavier items should be stored on the lower shelves at about chest height or lower. Be careful not to overload shelves.
- D. **Electrical/water heater rooms are not storerooms.** Rooms with electrical panels are not designed as storerooms. However, if electrical rooms must be used for storage, make sure there is clear area at least 36" from electrical panels. Electrical rooms must be free of all liquids. A water heater is a source of ignition. Don't store flammable materials in rooms with water heaters.
- E. **Keep it neat.** Keep at least one aisle of your storage areas open at all times. Protruding nails, and torn or sharp corners can cause serious cuts and bruises. Remove or pad them. Be alert to the careless actions of others. Store all items such as hoses, electric extension cords, and ladders on appropriate hangers to reduce the potential trip hazards.