

SAFETY RULES

Warehouse Safety Rules

The company expects workers to follow its safety rules. By signing, you will be held responsible for following these safety rules. Disciplinary action could result when these safety rules are not followed. These safety rules are for your safety only. Please use these safety rules on the jobsite to keep yourself and others safe.

WorkSafe Tips

- Employees must wear their seat belts when driving on company business.
- Report to work free from the aftereffects of drugs or alcohol.
- Horseplay is prohibited.
- Report maintenance needs or hazards before the end of your work shift.
- Report incidents or injuries before the end of your work shift.
- Report damage to shelving or pallet racking.
- To reach items, use a proper foot stool or ladder and never stand on chairs or desks.
- Do not smoke near chemical storage or forklift charging or refueling stations.
- Do not block fire sprinkler systems or sprinkler heads.
- Keep fire exits clear, unblocked and unlocked.
- Fire exit and emergency lighting should be lit and battery backups should function.
- Keep fire extinguishers and fire alarm pull stations clear.
- Wear proper footwear for winter weather and beware slip and trip hazards in the parking lot.
- Keep employee and visitor entrances clear of ice, snow and water.
- Clean up spills of liquid and water.
- Do not run.
- Know severe weather shelter locations within the building.
- Get help to team lift heavy objects like products, supplies and fixtures.
- Use pallet jacks, dollies or carts to move heavy objects.
- Report unsafe pallets in racking that could break and fall on employees.
- Report security concerns, door locks or security system components that don't function.
- Do not use the baler or compactor unless you have been trained and authorized.
- Do not overload rolling ladders.
- Do not move occupied ladders or overreach.

Employee _____

Date ___/___/___

Supervisor _____

Date ___/___/___

WorkSAFE

Smart, Accident-Free Environments