



Basic Safety Rules 2018

Personnel safety is very important at Loaves & Fishes Community Services. Safety is everyone's responsibility -- all employees and volunteers must follow L&F safety practices and conduct themselves in a safe manner.

In the warehouse it is especially important since there are quite a few hazards in a stocking, storing and operations environment.

The following are L&F basic safety requirements:

1. Avoid trips and falls by keeping floor clear of debris and low tripping hazards.
2. Spills should be cleaned up immediately to avoid slips & falls. Similarly, pick up any fruits and vegetables or other food or packaging materials that have been dropped on the any area floors. Use "caution stands" when a wet floor or similar hazard occurs.
3. Lift heavy boxes safely – lift with your legs and avoid overstressing your back; do not lift if you are unfit and always ask for help when necessary. Bend at knees and do not twist at waist while lifting.
4. Use a ladder or step stool – never climb on racks to reach an item.
5. Stack product safely on pallets and shelving.
6. Stay clear of machinery -- Volunteers should NEVER walk under fork lift load or in its proximity when it is in motion or lifting a load; use similar precautions for motorized pallet lifts / jacks.
7. No chemicals should be stored above food items -- Keep chemicals from contaminating food products.
8. Ask for assistance when lifting and stacking pallets.
9. Slow down and work safely – walk, don't run. Haste is another way to lead to possible injury.
10. Use a partner to move rolling racks – Avoid accidental tipping of racks and injuries to others.
11. Use a spotter when backing up a vehicle – Use a spotter to help keep area clear of pedestrians and guide vehicle safety.
12. Hang wheel sets that are not in use. Avoid tripping hazards by clearing the floor of empty or unused wheel sets.
13. Wear appropriate clothing for your work area including closed toe shoes, warm clothing & gloves.
14. Cell phones and ear buds are not to be used in work areas.
15. Be aware of activities in the warehouse and market areas. Be verbal and proceed with caution when moving product, pallets, carts and other objects.
16. Note location of the first-aid kit on the 1871 warehouse restroom wall and over the kitchen sink in the 1864 facility and be prepared to assist anyone who needs first-aid.
17. When not in use, pallet jacks should be stored under a pallet.
18. Pallets should not be stored vertically or leaned against a wall – always store in the flat position.
19. Dispose of trash in appropriate containers.
20. Heed safety signs and barriers.
21. If you see something unsafe and hazardous, say something to your supervisor. If you are able, do something to correct the unsafe situation. **SEE SOMETHING—DO SOMETHING**