

STORES/WAREHOUSE SAFETY PROCEDURES

The personnel in the Warehouse serve Facilities Management by ordering, receiving, and storing supplies and equipment. A safe operation depends on responsible movement between the dock and warehouse, along with proper storage habits. While common sense should be the main rule, the following information provides regulations and tips for safe work in the warehouse.

MOVEMENT ON THE DOCKS

- ♦ The dock area has heavy traffic of people and equipment. Do not carry boxes or objects in such a way that you cannot see over or past them.
- ♦ Operate the elevator with care. Make sure the warning bell is working properly. Be aware of the safety switch and depress it whenever necessary.
- ♦ Please keep the dock work area clean and neat. Avoid placing items near entrances, for they can be tripped over easily.
- ♦ Use stairs or ladders instead of jumping off the dock.
- ♦ Use proper equipment when lifting materials from upper shelves.

SAFETY GUIDELINES FOR FORKLIFTS

Only certified operators are allowed to use forklifts. The safe operation of a forklift depends on safe driving habits and loading the equipment properly. The forklift operators should follow driving instructions similar to driving a car: drive on the right-hand side; don't tailgate; keep a distance-cushion around the lift. (See Chapter 20 of this manual.) Other rules that need to be followed are:

- ♦ Slow down at intersections.
- ♦ Blow the horn at blind corners.
- ♦ Keep a three-truck-length distance between the forklift and vehicles in front of you to insure a safe stopping distance.
- ♦ Do not allow anyone to ride with you, especially on the lift.
- ♦ Always face the direction in which you are traveling. Pay attention to where the load and the lift are.
- ♦ Be on the lookout for people in the area.
- ♦ Given the "slick" type of tire on forklifts, pay attention to wet and rough floor surfaces.
- ♦ Be aware of the environment, especially any low hanging objects and electrical lines overhead.
- ♦ Avoid travel with load raised.
- ♦ Always have dry hands and shoes.
- ♦ Always keep all parts of your body within the operator's protective cage.
- ♦ Check the area before moving truck.
- ♦ Be aware of the position of fork tips.
- ♦ When parking the lifts, the forks must be on the floor, the controls in neutral, and the brakes set. Remove the key.
- ♦ Avoid the "see-saw" principle when loading the forklift.

OFFICE PERSONNEL

See GENERAL WORK RULES, Chapter 2, and OFFICE ERGONOMICS, Chapter 24 of this manual.