

# WAREHOUSING SERVICES SNAPSHOT



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## Transportation and Warehousing (NAICS 48-49)

The Occupational Safety and Health Administration (OSHA) keeps records not only of the most frequently cited standards overall, but also within particular industries. The most recent statistics from OSHA reveal the top standards cited in the fiscal year 201X for the transportation and warehousing industry. This top 10 list comprises establishments providing transportation of passengers and cargo, warehousing and storage for goods, scenic and sightseeing transportation and support activities related to modes of transportation. Establishments in these industries use transportation equipment or transportation related facilities as a productive asset. The type of equipment depends on the mode of transportation. The modes of transportation are air, rail, water, road and pipeline.

DESCRIPTION OF VIOLATION	CITED STANDARD NUMBER	ACV*
<b>1. Powered Industrial Trucks</b> - Ensuring safety of employees on powered industrial trucks through fire protection, design, maintenance and proper use.	<a href="#">29 CFR 1910.178</a>	\$2,500
<b>2. Hazard Communication</b> - Properly transmitting information on chemical hazards through a comprehensive program, container labeling, SDS and training.	<a href="#">29 CFR 1910.1200</a>	\$579
<b>3. General Electrical Requirements</b> - Ensuring electric equipment is free from recognized hazards likely to cause death or serious physical harm to employees.	<a href="#">29 CFR 1910.303</a>	\$1,398
<b>4. Wiring Methods, Components and Equipment for General Use</b> - Using proper wiring techniques and equipment to ensure safe electrical continuity.	<a href="#">29 CFR 1910.305</a>	\$119
<b>5. Maintenance, Safeguards and Operational Features for Exit Routes</b> - Exit routes must be kept free of explosive or highly flammable furnishings or other decorations.	<a href="#">29 CFR 1910.37</a>	\$1,075
<b>6. Portable Fire Extinguishers</b> - Placement, use, maintenance and testing of portable fire extinguishers provided for the use of employees.	<a href="#">29 CFR 1910.157</a>	\$880
<b>7. Guarding Floor and Wall Openings and Holes</b> - Ensuring every stairway floor opening has proper railings and other protection.	<a href="#">29 CFR 1910.23</a>	\$2,324
<b>8. Lockout/Tagout</b> - Following minimum performance requirements for controlling energy from the unexpected start-up of machines or equipment.	<a href="#">29 CFR 1910.147</a>	\$1,321
<b>9. General Requirements for All Machines</b> - Providing proper machine guarding to protect the operator and other employees from hazards.	<a href="#">29 CFR 1910.212</a>	\$3,485
<b>10. Medical Services and First Aid</b> - Ensuring the ready availability of medical personnel and first aid supplies on-site.	<a href="#">29 CFR 1910.151</a>	\$1,547

\*ACV (Average Cost per Violation) - The dollar amount represents the average cost per violation that employers in this industry paid in 2014. To understand the full capacity and scope of each standard, click on the standard number to visit [www.osha.gov](http://www.osha.gov) and view the language in its entirety. Source: OSHA.gov

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# Powered Industrial Trucks Program and Training Materials

Effective Date:

Revision #:

# OSHA

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Prepared by:

Date:

Approved by:

Date:

# Powered Industrial Trucks Program

Effective Date:

Revision #:



## Reference Standard

Occupational Safety and Health Administration, Powered Industrial Trucks, Subpart N, including 29 CFR 1910.178

## Purpose

This procedure establishes minimum standards for training powered industrial truck operators and selecting and maintaining equipment.

## Scope

This guide contains safety requirements relating to fire protection, design, maintenance and use of fork trucks, tractors, platform lift trucks, motorized hand trucks, and other specialized industrial trucks powered by electric motors or internal combustion engines. This section does not apply to compressed air or nonflammable compressed gas-operated industrial trucks, nor does it apply to farm vehicles, nor to vehicles intended primarily for earth moving or over-the-road hauling.

This procedure applies to all company employees, contractors and vendors performing work on company property, as well as all other individuals on-site.

## Responsibilities

- Management is responsible for development and review of this program. Management is also responsible for appropriate employee training.
- Management and supervisors are responsible for enforcement of this program.
- Employees must comply with all procedures outlined in this policy.
- Contractors and vendors must comply with all procedures outlined in this policy.

## Definitions

**Contractor:** A non-company employee being paid to perform work in our facility.

**Designations (for industrial trucks):** An alpha designation that identifies trucks allowed to operate within the electrical classification of an area.

**D:** The D designated units are units similar to the G units except that they are diesel engine powered instead of gasoline engine powered.

**DS:** The DS designated units are diesel powered units that are provided with additional safeguards to the exhaust, fuel and electrical systems. They may be used in some locations where a D unit may not be considered suitable.

**DY:** The DY designated units are diesel powered units that have all the safeguards of the DS units and in addition do not have any electrical equipment including the ignition and are equipped with temperature limitation features.

**E:** The E designated units are electrically powered units that have minimum acceptable safeguards against inherent fire hazards.





# Employee Safety Manual

## A Guide to Safety Policies & Procedures to Support a Safety-Conscious Work Environment

Provided by: Gartman Insurance Agency Inc.

### Legal Disclaimer to users of this form employee handbook:

The materials presented herein are for general reference only. Federal, state or local laws, or individual circumstances may require the addition of policies, amendment of individual policies, and/or the entire Handbook to meet specific situations. These materials are intended to be used only as guides and should not be used, adopted, or modified without the advice of legal counsel. These materials are presented, therefore, with the understanding that the Company is not engaged in rendering legal, accounting, or other professional service. If legal advice or other expert assistance is required, the services of a competent professional should be sought.

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## Commitment to Safety

recognizes that our people drive the business. As the most critical resource, employees will be safeguarded through training, provision of appropriate work surroundings, and procedures that foster protection of health and safety. All work conducted by 's employees will take into account the intent of this policy. No duty, no matter what its perceived result, will be deemed more important than employee health and safety.

is firmly committed to the safety of our employees. We will do everything possible to prevent workplace accidents and we are committed to providing a safe working environment for all employees.

We value our employees not only as employees but also as human beings critical to the success of their family, the local community, and .

Employees are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local, and company policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Respecting this, will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, subscribes to these principles:

1. All accidents are preventable through implementation of effective Safety and Health Control policies and programs.
2. Safety and Health controls are a major part of our work every day.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds in higher regard with customers, and increases productivity. This is why will comply with all safety and health regulations which apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for Employees. Consequently, management of is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Employees are responsible for following safe work practices and company rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are concerned.
6. Management and supervisors of will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, Management must monitor company safety and health performance, working environment and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all employees and persons affected or associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries. Together, we can keep each other safe and healthy in the work that provides our livelihood.

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President

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Risk Manager

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# Fleet Safety

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Location:

Effective Date:

Revision Number: 1

## Purpose

recognizes that our employees are our most valuable asset and the most important contributors to our continued growth and success. Our Company is firmly committed to the safety of our employees. will do everything possible to prevent workplace accidents and is committed to providing a safe working environment for all employees.

Motor vehicle accidents are the leading cause of work-related fatalities. The environment in which these accidents occur involves numerous complex factors, many of which are uncontrollable. The purpose of 's Fleet Safety program is to eliminate unnecessary injuries and fatal circumstances by reducing those factors that we can control. We value our employees not only as employees but also as human beings crucial to the success of their families, the local community and .

To further this goal, our Company has developed a Fleet Safety Policy effective . The Program will consist of six components: Recruitment, Job Requirements, Training, Preventive Maintenance, Accident Investigation and Company Vehicles for Personal Use. This policy applies to all candidates for employment as well as all current employees.

## Recruitment:

focuses its initial efforts on driver selection through a variety of resources, beginning with the job application. The application will require a prospective employee to:

- List past driving experience, employers, and types of vehicles driven.
- Notify of any motor vehicle violations for at least the last (# of) years.
- List references.

Driver selection will be made upon completion of a formal interview, background check, reference verification, review of the individual's motor vehicle record (MVR) and a negative drug screen. Authorizations will be obtained to contact prior employers and personal references.

MVRs will be requested upon completion of a satisfactory interview and periodically thereafter at a minimum of at least once per year. Management reserves the right to use its discretion in determining an unsatisfactory MVR. An excessive number of violations in the past three years will be grounds for an unsatisfactory MVR prohibiting hiring of a prospective employee or possible termination and/or disciplinary actions of an active employee.

## Drug/Alcohol Testing:

Initial and periodic random drug and alcohol testing is mandatory. Testing will be conducted by a licensed medical facility designated by . Any positive results will be grounds for termination. Driving under the influence of alcohol or any other illegal substances will be grounds for termination.

## Job Requirements:

All positions requiring regular driving require a written job description to include main duties, functions and the necessary physical requirements required to perform all associated tasks.

- All prospective employees will be required to undergo a physical evaluation
- If required, candidates must pass a Dept. of Transportation physical evaluation
- Results of the physical evaluation will be compared to the necessary physical requirements

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Prepared by Gartman Insurance Agency Inc.

This fleet safety policy is a guideline to reduce motor vehicle accidents. It may not prevent all accidents from occurring. It does not address potential compliance issues with Federal, State or local OSHA or any other regulatory agency standards. Nor is it meant to be exhaustive or construed as legal advice. Consult your licensed commercial property and casualty representative at Gartman Insurance Agency Inc. for more information. All rights reserved.

# Drug-free Workplace

Location:

Effective Date:

Revision Number:1

## Purpose

recognizes that employees are our most valuable asset, and the most important contributors to our continued growth and success. We are firmly committed to the safety of our employees. will do everything possible to prevent workplace accidents and is committed to providing a safe working environment for all employees.

To further this goal, has developed a Drug-free Workplace Policy effective . The program will consist of three components: Post-Offer Drug/Alcohol Screen, Reasonable Cause Drug/Alcohol Screen and Post-Incident Drug/Alcohol Screen. This policy applies to all candidates for employment as well as all current employees. This policy also serves to reinforce the 's intolerance for illegal drug use and working under the influence of alcohol.

## Post-Offer Testing

believes accident prevention and a safe work environment begin with hiring. As such, all applicants offered employment will be required to undergo a Drug/Alcohol Screening. Employment is conditional on the results of the Drug/Alcohol Screen.

## Procedure

Any applicant the Company hires will be directed to the proper clinic, at Company expense, to undergo a Post-Offer Drug/Alcohol Screen. The clinic will release the results to the Human Resources Manager, who in turn will notify the candidate of the results.

The test will consist of a breath alcohol test along with a urine analysis test for any non-prescribed illegal substances listed in Exhibit 'A' below.

## Consequence

In the event the drug test comes back positive, the Medical Review Officer (MRO) will review the report and contact the applicant to determine if any extenuating circumstances, relevant at the time of the test, could have resulted in a false positive. The MRO will determine if the applicant will be re-tested. If any applicant tests positive with a blood alcohol level exceeding .02 or any non-prescribed illegal substance listed in Exhibit 'A', will withdraw their offer of employment. If any applicant refuses to submit to the tests, the offer will be withdrawn.

## Reasonable Cause

reserves the right under all applicable laws to test any employee for alcohol and illegal drugs if the employee shows cause. Management, supervisors and lead personnel have been trained to identify symptoms of being under the influence of illegal drugs or alcohol.

## Procedure

If a supervisor, manager or lead person identifies a problem, they will ask another supervisor/manager/lead person to confirm the reasonable cause. Both persons will then individually fill out a Reasonable Suspicion Report. After filling out the report and it is decided jointly that reasonable suspicion still exists, the employee will be escorted to a private area where the supervisor/manager/lead person will speak to the person confidentially. The employee will be given a chance to explain. If, after the explanation the supervisor/manager/lead person believes the employee is unfit to perform his or her duties and reasonable suspicion for use of illegal drugs or alcohol still exists, the employee will be asked to go for a test. They will then be transported by to our designated testing facility.

The clinic or hospital will perform a breath alcohol test along with a urine analysis for the non-prescribed illegal drugs listed in Exhibit 'A' below.

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This fleet safety policy is a guideline to reduce motor vehicle accidents. It may not prevent all accidents from occurring. It does not address potential compliance issues with Federal, State or local OSHA or any other regulatory agency standards. Nor is it meant to be exhaustive or construed as legal advice. Consult your licensed commercial property and casualty representative at Gartman Insurance Agency, Inc. for more information. This is a sample document provided by [B]Officialname 010 Zywave, Inc. All rights reserved.

Location:

Effective Date:

Revision Number:1

# Return to Work

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## PURPOSE

This policy is in place to ensure provides meaningful work activity for employees who are temporarily unable to perform all, or portions, of their regular work assignments or duties. This policy applies to employees suffering from either work or non-work related injury or illness. The goal is to allow valued company employees to return to productive, regular work as quickly as possible. By providing temporary transitional or modified work activity, injured employees remain an active and vital part of the company. Studies show that a well-constructed Return to Work Policy reduces lost time days, allows workers to recover more quickly and makes for a more positive work environment.

## SCOPE

All active employees who become temporarily unable to perform their regular job due to a compensable work related or non-work related injury or illness may be eligible for transitory work duties within the provisions of this program. Return to work tasks may be in the form of:

- Changed duties within the scope of the employee's current position
- Other available jobs for which the employee qualifies outside the scope of his or her current position
- An altered schedule of work hours

## DEFINITIONS

- **Transitional duty** is a therapeutic tool used to accelerate injured employees' return to work by addressing the physical, emotional, attitudinal and environmental factors that otherwise inhibit a prompt return to work. These assignments are meant to be temporary and may not last longer than 90 days, though permits multiple 90-day assignments back-to-back if it is medically warranted.
- **Alternate duty** is a part of's Return to Work Policy that is designed as a placement service for individuals who have reached maximum medical improvement and are still unable to perform the essential functions of their pre-injury job.

## APPLICABILITY

### Length of Duty

- If work is available that meets the limitations or restrictions set forth by the employee's attending practitioner, that employee may be assigned transitional or modified work for a period not to exceed 90 days. Transitional or light duty is a temporary program, and an employee's eligibility in these reduced assignments will be based strictly on medical documentation and recovery progress.

### Daily Application

- An employee's limitations and restrictions are effective 24 hours a day. Any employee who fails to follow his or her restrictions may cause a delay in healing or may further aggravate the condition. Employees who disregard their established restrictions, whether they are at work or not, may be subject to disciplinary action up to and including termination.

### Qualification

Transitional or modified duty will be available to all employees on a fair and equitable basis with temporary assignments based on skill and abilities. Eligibility will be based upon completion of the Return to Work Evaluation Form by the

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This return to work policy is a guideline to reduce substance abuse in the workplace. It does not address potential compliance issues with Federal, State or local OSHA or any other regulatory agency standards. Nor is it meant to be exhaustive or construed as legal advice. Consult your licensed commercial Property and Casualty representative at Gartman Insurance Agency Inc. or legal counsel to address possible compliance requirements. Copyright © 2017, Gartman Insurance Agency Inc.

# Alternate Ideas for Return to Work Duties

## Transportation and Warehousing

Use this chart to find possible transitional job duties for recovering workers. The ideas presented here should be adapted to your own situation to help the returning employee be as productive as possible. Always evaluate the unique conditions of an employee's injury when assigning transitional duties.

Alternative Duty Options	Type of Injury		
	Back	Lower Extremity	Upper Extremity
<b>Warehouse/Loading Dock Workers</b>			
Comparison shopper (Are suppliers providing best product/prices, competitors' prices/services)	Yes	Yes	Yes
Conduct customer opinion surveys (via telephone)	Yes	Yes	Yes
Driver's assistant	Possible	No	Possible
Forklift pre-shift inspector	Yes	Yes	Yes
Housekeeping	Possible	Possible	Yes
MSDS book updater/organizer	Yes	Yes	Possible
Outside maintenance (dragging gravel lot, planting, watering)	Yes	Yes	Yes
Pallet and high stack rack inspector	Yes	Yes	Yes
Performing customer site safety evaluation/recommendations	Possible	Possible	Yes
Power tool inspector/inventory taker/minor maintenance	Yes	Yes	Possible
Pre-shift prep (all tools and equipment out prior to shift)	Possible	Possible	Possible
Production assistant	Yes	Yes	Yes
Quality control inspector (pick accuracy, safe practices)	Yes	Yes	Yes
Safety striper/painter (pedestrian aisles, loading docks)	Possible	Possible	Possible
Small-sign painter	Yes	Yes	Possible
Specialty event representative	Yes	Yes	Yes
Superintendent/manager assistant	Possible	Possible	Possible
Tool sharpener or tool and property engraver	Possible	Yes	No
Trade show booth person	Possible	Possible	Possible
Vehicle/equipment washer	Possible	Possible	Possible
Attend vendor-provided specialty or recurring training	Yes	Yes	Yes
Conduct ergonomic assessments	Possible	Yes	Yes
Cross trainer/mentor	Yes	Yes	Yes
Develop safety training schedule, identify and schedule topics/trainers	Yes	Yes	Yes
Foreign language translator (translate policies/practices)	Yes	Yes	No
Label pipes/conduit/breaker boxes	Yes	Yes	Yes
Mail/fax delivery for small packages	Possible	Possible	Yes

# Warehouse Legal Liability Coverage

Warehouse owners are exposed to the risk of fire, flood, theft and damage of third-party owned materials stored in their facilities. Under the United States Uniform Commercial Code (UCC), a warehouse owner assumes responsibility for the materials they store for others for a fee. If your facility experiences a loss, the third party must prove that you failed to exercise due care over their possessions. Regardless of the size of your warehouse, either one room or a large-scale facility, you must protect yourself against potential liability with the proper insurance coverage.

Warehouse Legal Liability Insurance provides protection in the event that negligence on your part results in damage to someone else's property. According to Uniform Commercial Code Section 7-204(2), "Damages may be limited by a term in the warehouse receipt or storage agreement limiting the amount of liability in case of loss or damage, and setting forth a specific liability per article or item, or value per unit of weight, beyond which the warehouse owner shall not be liable." This means that your contract must detail the value of what is placed in your storage facility to determine damages in the event of a loss.

### Coverage Options:

- Warehouse Legal Liability policies cover your legal liability as the warehouse owner with regard to a failure to exercise due care to prevent a loss. For example, you would be held liable if you forgot to set your facility's alarm and thieves stole materials stored by a third party.

- Bailees' Customers policies cover stored property with regard to loss or damage without taking your legal liability into account. This protection is more encompassing but comes at a higher price tag.

### Coverage Exclusions:

A typical policy excludes the following:

- Accounts, bills and currency
- Mysterious disappearance
- Conversion
- Delay, loss of market or loss of use
- Loss caused by forged warehouse receipts
- Nuclear device
- War
- Governmental authority
- Change in temperature or increased humidity
- Infestation or deterioration of the property
- Contaminated goods
- Debris removed
- Legal defense costs

Provided by Gartman Insurance Agency Inc.

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# Checklist

The fatal injury rate for the warehousing industry is higher than the national average for all other industries. Workers are in danger of being injured because of using forklifts unsafely, stacking products improperly, failing to use personal protective equipment (PPE), failing to follow lockout/tagout procedures, failing to comply with fire safety provisions and performing repetitive motions frequently. Consider these safety considerations when working in a warehousing facility.

## Docks

Injuries occur on docks when forklifts run off the dock, products fall on employees or equipment strikes employees.

Drive forklifts slowly on docks and plates.	<input type="checkbox"/>
Secure dock plates and check to see if the plate can safely support the load.	<input type="checkbox"/>
Stay clear of dock edges and never back up a forklift to the dock's edge.	<input type="checkbox"/>
Provide visual warnings for employees near dock edges.	<input type="checkbox"/>
Do not allow employees to "dock jump."	<input type="checkbox"/>
Ensure that ladders and stairs meet Occupational Safety and Health Administration (OSHA) standards.	<input type="checkbox"/>

## Forklifts

Approximately 100 workers are killed and 95,000 are injured annually while operating forklifts across all injuries. Forklift turnovers account for a significant percentage of these fatalities.

Train, evaluate and certify all operators to ensure that they can operate forklifts safely.	<input type="checkbox"/>
Do not allow anyone under age 18 to operate a forklift.	<input type="checkbox"/>
Properly maintain haulage equipment, including tires.	<input type="checkbox"/>
Before using a forklift, examine it for hazardous conditions which would make it unsafe to operate.	<input type="checkbox"/>
Follow safe procedures for picking up, putting down and stacking loads.	<input type="checkbox"/>
Drive safely, never exceeding five miles per hour (mph) and slow down in congested areas or those with slippery surfaces.	<input type="checkbox"/>
Ensure that the operator wears a seatbelt installed by the manufacturer.	<input type="checkbox"/>
Never drive up to a person standing in front of a fixed object such as a wall or stacked materials.	<input type="checkbox"/>
Prohibit stunt driving and horseplay.	<input type="checkbox"/>



# WAREHOUSE SAFETY

A COMPREHENSIVE OVERVIEW

# WAREHOUSING

Safety education provided by the insurance professionals at: Gartman Insurance Agency Inc.

## TARGET ON SAFETY

### Common Warehousing Hazards

#### Why Should We Be Concerned?

Working in a warehouse is dangerous because of the wide variety of hazards present. The possibility of injury is all around—in any given day, you may work with heavy boxes, powered industrial trucks, docks, conveyor belts and/or hazardous materials. According to the U.S. Bureau of Labor Statistics (BLS), about 40 percent of injuries that occur in the warehouse are strains and sprains. The most commonly injured body part is the back, followed by the lower half of the body, which includes legs, knees, feet and toes. BLS data also lists containers as the number one source of warehouse employee injury, followed closely by vehicles, worker motion/position and floor/ground surfaces. Most importantly, employees overwhelmingly report overexertion as the top exposure causing on-the-job injury.

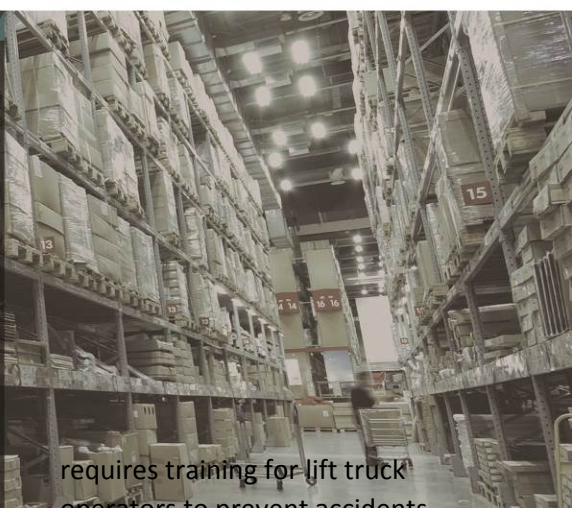
What do all these numbers and statistics mean to you? They show that injuries occurring in warehouses across the country are common, but they are also preventable. Use the following information to prevent workplace hazards so you and your co-workers can stay safe and healthy on the job.

#### Help with Housekeeping

One of the most important things you can do to support workplace safety is to keep the warehouse tidy and organized, and encourage co-workers and management to do the same. Housekeeping is a team effort—everyone must address problems right away. Slips and trips because of cluttered, wet or icy floors are common and can cause serious injury.

#### Loading Dock Safety

The Occupational Safety and Health Administration (OSHA)



requires training for lift truck operators to prevent accidents, but other employees who work on or near loading docks but do not operate trucks are rarely trained as thoroughly—even though they encounter many of the same dangers. Though loading dock injuries are not as common as some others, statistics show they have the highest rate of fatality or devastating injury. Ramps and inclines, overhead obstructions, dissimilar surfaces, slippery conditions, poor lighting, vehicular traffic, pedestrian traffic, restricted views, sheer drops, trailer creep, congested areas and debris accumulation are all common hazards at the loading dock.

It is essential that everyone follows proper precautions in order to keep the loading dock area as safe as possible. Keep the area clean of debris by designating specific areas to put used pallets, containers and trash. Never stack used pallets or containers too high, especially if there are pedestrians working in the area. Always follow paint or tape markings indicating staging areas,

# WHAT DO YOU KNOW ABOUT SAFETY?

Do you know the basics of **warehouse safety**? Test your knowledge and see how your perceptions **stack up** against the experts. Use this as a learning tool to improve your safety performance on the job!

- |   |   |   |
|---|---|---|
| T | F | 1. You should drive forklifts backward down a decline if possible to reduce the chances of a load slipping and falling.         |
| T | F | 2. As long as you are careful, it is okay to stand between a dock and a trailer.  |
| T | F | 3. Cuts, bruises, pinch-point injuries, scalds and burns are all injuries you could receive from a conveyor belt.               |
| T | F | 4. Warehousing is a dangerous industry because the large amount of bulk material being stored could easily ignite.              |
| T | F | 5. The best ergonomic practice for warehouses is to lift items only when necessary.   |
| T | F | 6. If the personal protective equipment (PPE) your employer provides for you is uncomfortable, it is OK not to wear it.         |
| T | F | 7. Smoking and horseplay are allowed in the warehouse if they are done in an open area away from materials, debris and clutter. |
| T | F | 8. When handling materials, you should always place heavier loads on lower or middle shelves.                                   |
9. Which of the following is NOT a hazard in the warehouse?
- a) Hazardous materials
  - b) Powered industrial trucks
  - c) Conveyor belts
  - d) Sloppy housekeeping



# PLAYING IT SAFE

Be safe and healthy on the job at with these helpful tips provided by Gartman Insurance Agency Inc. .

## Keep it Safe on the Loading Dock

### *Precautions for avoiding injuries*

The loading dock can be a dangerous place as trucks, trailers and forklifts are typically moving at the same time. There are risks for pinch point injuries from rolling doors, fall hazards from elevated docks and truck beds, and accidental collisions between equipment and workers – among other injury-causing hazards.

#### **Avoid Injury on the Dock**

All workers must be alert to these hazards to avoid injury. To stay safe at your facility's loading dock, consider these useful recommendations.

- Always wear the proper personal protective equipment (PPE), such as gloves and steel-toed boots with grip soles. Wear ear muffs or plugs where required.
- Make sure trailer lanes are clearly marked so that backing up, parking and spotting is easier.
- Make sure that dock bumpers are in place and in working condition. Report any damaged bumpers to your supervisor to ensure that they are replaced as quickly as possible.
- Do not sit idle on a dock. This will prevent unnecessary exposure to diesel exhaust.
- Never lean on or hang over a loading dock, as you could fall off the dock or be crushed by a backing trailer.
- Steer clear of trailers when a forklift is loading or unloading.
- Check dock levelers or bridges before using them.
- Use trailer locking devices to prevent a gap from opening between the trailer and the dock.
- Do not operate any machinery that you are not trained to use.
- Never load trailers that are not firmly seated against a dock, and always check the weight capacity of the leveler before you begin loading a trailer.
- Inspect the trailer's floorboards to assure that they can withstand the load, the lifting device and your body weight combined.
- Your load should never exceed the capacity of your loading equipment.
- Keep aisles and working areas free of clutter and debris on loading docks.
- Only walk in the designated pedestrian walkways.

#### **Safety First!**

If you notice any safety hazards at the loading dock, or have any safety concerns, contact your supervisor. A safe workplace starts with being alert to potential hazards!



#### **Watch Your Back!**

Loading docks are not only places where accidental collisions occur. You can hurt yourself by loading materials improperly. Avoid back and neck injuries by lifting with your legs and not bending over to pick up items from the ground.

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