

July 2021



Safety Rules & Policies

Thought we'd take our July issue of HR Connection to talk about your safety and remind you of specific policy and rules. Our expectation and your responsibility is to adhere to our safety policies and rules 100% of the time.

1. Protective Footwear

- All Drivers and Dock employees must wear protective footwear while operating company equipment to include Tractor-trailer, Straight Truck and Forklift.
- Any employee who must work on or walk across the dock is required to wear protective footwear.

2. Pallet Jacks

- Avoid over-exertion when moving freight to protect your back, shoulders, arms and knees from unwanted trauma, strain, dislocation, bruising and lacerations.
- When possible, push manual pallet jacks during transport. *Pulling may allow better maneuverability but puts considerable strain on the body.*
- Keep your back straight when pulling the pallet jack.
- When descending any ramp, always keep the pallet jack in front of you. Never pull a pallet jack down any incline.
- Never try to stop a pallet jack with hands or feet, this could cause serious injury, especially with a very heavy load.
- Start and stop the pallet jack gradually to prevent the load from slipping.

- Pull manual pallet jacks and push them when going down an incline or passing close to walls

3. Safety Vests

All employees performing work within the dock areas, near moving vehicles or equipment are required to wear a high-visibility safety vest. The vest is to be closed in the front at all times.

4. Handheld Device

Drivers - Under no circumstances are you to hold in your hands any type of handheld device while operating a commercial motor vehicle. The distraction is too great and the outcome far worse should there be an accident. Wait until you are stopped, with the engine off at your next pickup/delivery location before you decide to see who called you.

5. 3-Point Contact

Always use 3-pt contact when entering/exiting a company vehicle and forklift

6. Never Jump From or Off Of...

Dock, trailers, truck cab or forklifts

7. Backing Up at Terminal Locations

Any vehicle backing up in our yard, has the right-of-way

8. Housekeeping

- Keep your work area clean and organized
- Take responsibility and clean up if you made a mess.
- Ensure a clear and easy route to emergency exits and equipment.

9. General Safety Precautions

- Your **safety** is your personal responsibility.

