

DISTRIBUTION CENTER SAFETY REGULATIONS

- 1. Report all unsafe conditions to your supervisor immediately.**
- 2. Report all injuries (no matter how slight) to your supervisor immediately.**
- 3. Read and follow all safety signs.**
- 4. Lift the proper way. Keep your body upright. Push your body upward with your legs.**
- 5. Do not try to lift more than you can handle. Team lift whenever necessary.**
- 6. Do not stand pallets upright on edge. Do not stand or walk on pallets.**
- 7. Employees should walk only in areas marked "pedestrian aisle". Employees should cross conveyors only at designated crosswalks.**
- 8. Running and horseplay are not allowed.**
- 9. Throwing objects is not allowed.**
- 10. Smoke only in designated areas.**
- 11. No food or drinks are allowed in the warehouse. Only water in a non-spillable, see-through container is allowed.**
- 12. Do not climb, stand, walk or sit on racks, conveyor belts, or rollers.**
- 13. Do not leave any objects blocking aisles.**
- 14. Lift truck operators should always give the right of way to pedestrians.**
- 15. Only company certified lift operators are allowed on lifts and electrical pallet jacks. No passengers are allowed.**
- 16. Lift operators must properly wear safety harnesses. Safety harnesses must be fastened to lanyards while operating lifts.**
- 17. Keep all pallet jacks properly stowed or pushed under a pallet when not in use.**
- 18. Use handrails when going up and down stairs.**
- 19. Open toed, open heeled shoes and shoes with heels over two inches are not allowed.**
- 20. Loosely worn garments and/or jewelry should not be worn around conveyors.**
- 21. Only designated employees are allowed to enter trailers. These employees should not enter a trailer without first making sure the trailer has been chocked or locked.**
- 22. Do not try to hitch a ride on any moving object.**
- 23. Only small waist pouches, change purses or small to medium clear bags are allowed in the warehouse work areas.**