

SAFETY RULES

Loading Dock Safety Rules

The company expects workers to follow its safety rules. By signing, you will be held responsible for following these safety rules. Disciplinary action could result when these safety rules are not followed. These safety rules are for your safety only. Please use these safety rules on the jobsite to keep yourself and others safe.

WorkSafe Tips

- Employees must wear their seat belts when driving on company business.
- Report to work free from the aftereffects of drugs or alcohol.
- Report maintenance needs or hazards before the end of your work shift.
- Report incidents or injuries before the end of your work shift.
- Horseplay is prohibited.
- Keep emergency eyewash stations clear.
- Keep fire exits clear, unblocked and unlocked.
- Fire exit and emergency lighting should be lit and battery backups should function.
- Keep fire extinguishers and fire alarm pull stations clear.
- Clean up spills of liquid and water.
- Clean up trip hazards once discovered.
- Straighten floor runners or rugs that could trip fellow employees.
- Do not run or jump from loading docks.
- Wear gloves when handling pallets.
- Use two hands to handle pallets.
- Keep desk chairs and desk drawers pushed in when not in use.
- Know severe weather shelter locations within the building.
- To reach items, use a proper foot stool or ladder and never stand on chairs or desks.
- Get help to team lift heavy objects like supplies, components or tools.
- Do not overload pallet jacks.
- Do not pull - push pallet jacks.
- Operate forklifts only if you are trained and authorized.
- Wear your seat belt when operating forklifts.
- Secure trailers to prevent movement during unloading and unloading.
- Secure trailers from forward-tipping during loading or unloading.
- Wear proper footwear on the job and during winter weather.
- Scan for trip hazards in the parking lot.
- Keep loading dock doors closed or use a safety chain across the opening when not in use.

Employee _____

Date ___/___/___

Supervisor _____

Date ___/___/___

WorkSAFE

Smart, Accident-Free Environments