

# SAFETY RULES

## RETAIL

### Employee Safety

The retail industry consists of many jobs that can be impacted by unsafe conditions. While the products and environments they work in may vary from one business to another, safety and health concerns must be a high priority for all retail employees.

#### WorkSAFE Tips

- Employees and passengers must wear seat belts when driving or riding in vehicles on company business.
- Get help when heavy objects must be moved down a delivery ramp.
- 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 in writing immediately.
- Wear slip resistant footwear at work.
- Do not run.
- Horseplay is prohibited.
- Keep fire exits, extinguishers and alarm pull stations clear, unblocked and unlocked.
- Report problems with emergency lighting or exits.
- Report walkway problems with ice, snow and water.
- Clean up spills and hazards that could cause a trip, slip or fall.
- Straighten floor runners or rugs that could create a trip hazard.
- Know the severe weather shelter locations.
- When doing extensive computer work, take breaks and stretch.
- Get help when lifting heavy objects including products, supplies and fixtures.
- Report security concerns, door locks or security system components that don't function.
- Do not store knives with blades exposed and close all box knives when not in use.
- Empty overflowing trash receptacles or recyclables containers when discovered.
- Do not use hands or feet to compress garbage in trash containers.
- To reach items, use a proper foot stool or ladder and never stand on chairs, desks, tables or racking.
- Report unsafe shelving that may cause products to fall.

*These advisory materials have been developed from national standards and sources believed to be reliable, however, no guarantee is made as to the sufficiency of the information contained in the material and Missouri Employers Mutual Insurance Company assumes no liability for its use. Advice about specific situations should be obtained from a safety professional.*

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