

# TOOL BOX TALKS

## Retail General Safety Rules

The retail industry encompasses many jobs that can be impacted by unsafe condition. These safety rules assist in providing general guidelines for safety in various areas that may be encountered by an employee.

### General Retail Safety Rules

- Employees must wear their seat belts when driving or riding in vehicles 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 in writing immediately.
- Wear slip resistant footwear at work.
- Do not run.
- Horseplay is not permitted.
- Wear proper footwear for winter weather and beware slip and trip hazards in the parking lot.
- Keep fire exits clear, unblocked and unlocked.
- Report problems with emergency lighting or exits.
- Keep fire extinguishers and alarm pull stations clear.
- Report walkway problems with ice, snow and water.
- Clean up spills of liquid and water.
- Pick up trip hazards once discovered.
- Straighten floor runners or rugs that could trip fellow employees.
- Know your severe weather shelter location.
- When doing extensive computer work take breaks and stretch.
- Get help to team lift heavy objects like products, supplies and fixtures.
- Report security concerns, door locks or security system components that don't function.
- Do not store knives with blades exposed.
- Close all box knives when not in use.

### Delivery Safety Rules

- Employees must wear their seat belts when driving or riding in vehicles on company business.
- Do not allow riders in the back of truck.
- Maintain the accident documentation kit in your truck.
- Maintain a dry chemical fire extinguisher and stocked first aid kit in vehicle.
- Floorboards must be clear of excess mud, supplies or tools.
- All tools and materials must be safely secured before traveling.
- Do not tailgate other motorists.
- Do not drive distracted or fatigued.
- Maintain a safe speed and follow posted speed limits.
- Do not overload the vehicle.
- Get help when heavy objects are to be moved down the delivery ramp.

**Work** **SAFE**

Smart, Accident-Free Environments

- Park in a manner to reduce the need to back.
- Back the vehicle at walking speed only.
- When multiple crewmembers are available, use a spotter. If not, get out and look before backing.
- Use three-point contact when mounting or dismounting any part of a truck/van.
- Do not jump from the vehicle or loading docks.
- Remove scrap and waste that can cause slips, trips or falls from the truck bed.

### Housekeeping Safety Rules

- Do not block fire exits with boxes, pallets etc.
- Pick up trip hazards like paper, straps or cardboard.
- Report loose tiles or carpet squares that could cause a trip or fall.
- Do not overfill trash containers and get help when trash bags or trash cans are too heavy to lift safely.
- Do not use hands or feet to compress garbage in trash containers.
- Use gloves when handling wooden pallets.
- Do not smoke near trash dumpsters.
- Clean up trash and waste around dumpsters.
- Do not store materials on stairs.
- Clean up spills of water or other liquids when discovered.
- Pick up trip hazards once discovered.
- Do not throw used razor blades into general trash.
- Use approved razor blade disposal containers for blade disposal.

### Warehouse/Stock Room Safety Rules

- To reach items, use a proper foot stool or ladder and never stand on chairs, desks or racking.
- Do not smoke in storage locations.

### Slip, Trip and Fall Prevention Safety Rules

- To reach items, use a proper foot stool or ladder and never stand on chairs, desks, boxes, carts or tables.
- Do not stand on the top two rungs of step ladders.
- Do not overload or overreach when using ladders.
- Secure all ladders from tip-over or kick-out during use.
- Wear appropriate slip-resistant footwear when working.
- Wear proper footwear for winter weather and beware slip and trip hazards in the parking lot.
- Avoid footwear like sandals or heels when working during winter weather.
- Keep desk chairs and desk drawers pushed in when not in use.
- Straighten floor runners or rugs that could trip fellow employees.
- Clean up spills of liquid and water immediately.
- Pick up trip hazards once discovered.
- Do not run.
- Horseplay is prohibited.
- Use the handrail on stairs and do not carry heavy, bulky items.
- Use elevators, when provided, when bulky or heavy items must be moved from floor-to-floor.
- Do not use damaged or unsafe extension cords.
- Keep the area around surge protectors clean and clear to allow for cooling airflow.
- Do not cover extension cords with rugs or use cords in aisles or in an area that creates a trip hazard.



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- Do not store materials or products on stairs.
- To prevent falls keep mezzanine or loft guardrails in place.
- Get help to team lift heavy objects like products, supplies and fixtures.
- Use pallet jacks, dollies or carts to move heavy objects.
- Wear seat belts when using forklifts.
- Do not lift employees on the forks or on pallets. Use an approved employee lifting platform.
- Report damage to shelving or pallet racking.
- Report unsafe shelving that may cause products to fall.
- When using box knives, cut away from the body and store the knife with the blade retracted.
- Do not use dull knives or blades.
- Do not use personal knives.
- Store heavy or bulky objects waist high.
- Light objects can be stored on the ground or above the shoulders.

### Office Safety Rules

- To reach items, use a proper foot stool or ladder and never stand on chairs or desks.
- Do not block circuit breaker panels, fire alarm pull stations, fire or emergency exit lighting or fire extinguishers.
- Do not use undersized two-wire extension cords.
- Never “piggyback” surge protectors or use multiple extension cords.
- Keep floors, aisles, passageways, furnace rooms, entrances and exits clean and orderly.
- Warn others with warning cones or signs when floors are wet from cleaning or waxing.
- Shelve, stack and store material in a stable and

- Keep desk chairs and desk drawers pushed in when not in use.
- Get help to team lift heavy objects like office furniture, boxes of paper or other supplies.
- When doing extensive computer work take little breaks, stretch and report issues early.
- Report security concerns, door locks or security system components that don’t function.

### Custodian Safety Rules

- Wear slip-resistant footwear while at work.
- Chemical containers must be labeled and closed when not in use.
- Do not use vacuums or other electrical machines that are damaged or unsafe.
- Use a proper step stool or ladder to reach elevated object—do not use crates, chairs or desks.
- Clean up spills of liquid like cleaners or water immediately.
- Empty overflowing trash receptacles or recyclables containers whenever discovered.
- Never over-fill trash cans. Empty cans often to prevent trip hazards and back injuries from heavy bags.
- Do not use your hands or feet to compress garbage in trash cans.
- Wear personal protective equipment when cleaning up blood or body fluids.
- Wear protective gloves when cleaning restrooms.
- Wear rubber gloves when handling sharps containers or contaminated waste.



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organized manner to prevent falls or trip hazard.

- Store oily rags or combustible/flammable waste in safety waste cans.



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