



Irvine Unified School District

Nutrition Services Warehouse Safety Rules

INTRODUCTION

The Irvine Unified School District, through its administration and management, is committed to the safety and health of all employees and recognizes the need to comply with regulations governing injury and accident prevention and employee safety.

Therefore, in order to maintain a safe and healthy work environment, the District developed an Injury and Illness Prevention Program (IIPP). The IIPP document describes the goals, statutory authority, and the responsibilities for all District employees. By making safety a high priority for every employee, the District can reduce injuries and illness, increase productivity and promote a safer and healthier work environment. The IIPP document is available in Nutrition Services or on the District's intranet page under Business Services/Risk Management & Insurance.

GENERAL SAFETY RULES

Employees assigned to work in and around the Nutrition Services Warehouse are required at all times to follow important warehouse safety rules. The general safety rules are not listed in any particular order of importance. All safety rules are vital for the safety of all warehouse employees.

Employee training is probably the most valuable accident prevention tool in developing employee safety awareness. Through training, employees learn to recognize and eliminate hazards in the work environment. Many accidents and injuries could be avoided if an employee is shown safe work practices and made aware of the hazards of the job. While written safety rules provide a framework for employees to work safely, applying common safety sense, written or unwritten, to all aspects of one's job is equally important.

District Delivery Truck

- Inspect the District truck for proper operation before each shift.
- Before loading and unloading the District truck, set the parking brake.
- Do not move a District truck until all persons are properly seated or protected from the hazards of a shifting load.
- Do not jump from loading docks, trucks, or other elevated surfaces.
- Use proper equipment for loading/unloading District trucks. Do not overload or misuse equipment.

Forklifts and Pallet Jacks

- Forklift operators shall be properly trained and qualified before operating the equipment.
- Inspect forklifts and pallet jacks for proper operation before each shift. Do not use equipment that has malfunctioned.
- Know the weight limitations of forklifts and pallets jacks. Do not misuse equipment.
- Lower the forks to the ground when the forklift is not in use.
- Always move the forklift around the warehouse with the load lowered.
- Travel the forklift backwards if the view to the front is obstructed by the load.

- Do not allow anyone to stand or walk under a lifted load.
- Know your surroundings when operating a forklift or pallet jack.
- If applicable, a safety belt or harness should be used.
- When moving a load do not stop quickly. Make turns slowly.
- Never run over objects lying on the floor.
- Never allow others to ride on any part of a forklift. Forklifts were designed for one person.

Warehouse Housekeeping Rules

- Personnel not employed by the District should remain in designated areas. Do not allow outside drivers and employees to wander around the warehouse unsupervised.
- Keep aisles unobstructed. Stow pallets flat.
- Avoid permanently stacking materials on the floor. Use warehouse shelves or pallets.
- Immediately report hazardous conditions, broken equipment, and defective tools.
- Do not run in the warehouse. Watch your step.
- Know your evacuation procedures and the location of the fire extinguisher; fire alarm.
- Never use chairs, carts, tables, counters, or other substitutes for ladders or work platforms.
- Be sure to read and understand operating instructions for all unfamiliar equipment.
- Use handrails when using the stairways.
- Be aware of protruding nails, fasteners, and other sharp objects that can puncture or cut.
- Wipe up all spills immediately. Do not leave an area without marking the spill hazard.
- Material Safety Data Sheets (MSDS) should be made available to all employees.
- If applicable, all ladders should be inspected and set up properly before using.
- When working high on a ladder or similar equipment, do not allow anyone underneath the work area.
- Take care when lifting items. Proper lifting techniques prevent injuries!
- Use common sense at all times. If you are unsure about something, ask!

On-The-Job Injuries

Employees who are injured on duty must immediately report the injury or illness to their immediate supervisor. The employee will be required to call the Company Nurse Hotline at 1-877-230-9693 to obtain authorization for medical treatment. If the injury or illness is severe, the supervisor should call 9-1-1 for immediate medical response.

Acknowledgement of Safety Rules for Warehouse Operations

I have read the Nutrition Services Warehouse Safety Rules and fully understand them. If in the future I have any questions regarding any of the safety rules, I will immediately seek clarification from my supervisor.

Employee Name

Date

Employee Signature