



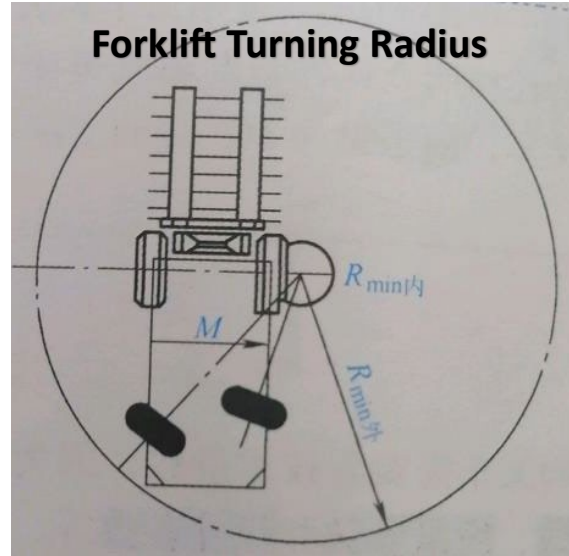
# Volunteer Warehouse Safety

It is important for you to know the limitations of forklifts and their operators in a warehouse setting as you come to pickup food. Please read this safety sheet and sign that you acknowledge these safety guidelines.

36% of forklift-related deaths are pedestrian related. Rear ends of the forklift can swing wide, loads can spill, toes can be run over, and many other dangers exist if you are not cognizant of how to behave around a forklift. Lift trucks and power pallet jacks present a number of dangers. Our operators are aware of these hazards, but pedestrians often consider forklifts benign pieces of equipment.

- Our forklift weighs just under 9,000 lbs. A heavy counterweight is in the belly of the forklift to help balance the load. If our operator is carrying a 2,500lb pallet (typical for canned goods), you have over 11,000lbs of force to contend with.
- Stopping: 11,000 pounds cannot stop quickly, and if the operator slams on the brakes to avoid a volunteer, you could find 2,500 pounds of product hurtling in your direction.
- Visibility: The operator's vision is severely limited, especially when carrying a load. Do not assume that the operator is aware of your presence.
- Eye contact: Volunteers should try **to make eye contact with the operator**. This ensures that the operator is fully aware of the employee's presence. Busy operators may or may not be aware of the pedestrian, and any sudden move could result in a collision.
- Keeping your distance: Never approach a forklift from the rear. **Keep 10 feet away from a moving forklift at all times.** Never stand in front of a forklift or on the forks. Do not try to pass under a lifted load. **If you need to pass in front of or behind a forklift, make eye contact with the operator.** He will stop the forklift, and you can safely pass by. **DO NOT dart in front of a forklift to "get out of the way" quickly.**
- You may not always hear the forklift: Combustion Forklifts can be quiet, especially in noisy spaces. Our new Crown electric forklift (tan forklift) is *completely* silent. When you are in the warehouse, you should be diligently LOOKING for lift trucks and equipment at all times, particularly at intersections.
- Falling loads: Loads can tumble down, especially if we are lifting an un-wrapped pallet. Pedestrians should stand 10 feet away from the forklift if the operator is lifting an un-wrapped pallet.

- Wide swings: A forklift does not steer like a car. It pivots around the front tire. The rear of the forklift can swing quickly to one side or the other, resulting in collision with a pedestrian or running over feet.
- Power pallet jacks have many of the same hazards. They cannot stop quickly. Our pallet jacks weigh about 1,300lbs. They can move a typical 2,500lb pallet. 4,000lbs cannot stop quickly. **Do not dart in front of a power pallet jack to “get out of the way” quickly.**



- Manual pallet jacks do not usually have breaks. Do not walk in front of a load being moved with a manual or power pallet jack.
- Proper use: Volunteers are not allowed to operate forklifts or power jacks. Volunteers may use manual pallet jacks after training.
- Please do not cut through the “overstock” (checkered) room to use the restroom/visit someone in the offices. The space is very tight, and the forklift/pallet jack operators frequently to move in reverse or navigate tight turns when they are in that room.
- We are planning on adding a pedestrian walkway through the main warehouse space where the forklift operates. When this is in place, please stay on the walkway when moving throughout the warehouse.

We so appreciate your volunteer service. Hopefully these short safety guidelines are helpful to keep you safe when you visit the warehouse. Please sign below that you have read, understand, and agree to the guidelines in this safety sheet.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Pantry Name

\_\_\_\_\_  
Date