

Safety First



**Safety Training for
Volunteers & Employees**

Habitat for Humanity

ReStore Team

Welcome! We are very thankful to have you on our Team. Working at the ReStore is sure to bring you new learning experiences and friends.

Safety is one of our highest priorities, at the ReStore. This presentation contains information that will help you learn how to ensure your safety as well as the safety of your co-workers, our customers and our donors.

With you on our Team we can work together to keep risks at a minimum.

**LIFTING
AND
BACK SAFETY**

Before You Lift

- Assess the item(s) to be carried.
- Make sure you can comfortably handle the weight.
- ***If the load is too heavy ask for help.***
- If the item is 50-80 lbs, make it a team lift.
- Use equipment such as dollies, hand trucks, and carts when appropriate or the item is more than 80lbs.
- Ensure a clear path of travel.
- Only approved staff may use forklifts.

Lift Using the Power Position

- Get close to the item with your feet shoulder width apart.
- Bend at the knees and keep your back straight.
- Grip the load securely.
- Lift smoothly; avoid jerking or twisting.

The Power Lift Position



When Carrying Items

- Don't carry loads you can't see over.
- Keep your elbows in and the items close to your body.
- Avoid extending your reach.
- Watch your travel speed.
- To turn – move your feet and do not twist your body.

Remember

**Pushing a load
is less stressful on
your body than
pulling a load.**

WHEN LIFTING... KNOW THE LIMITS

up to **50** lbs.

Bend Your Knees & Keep Your Back Straight



50 to **80** lbs.

Make it a Team Lift

80 lbs. or more

It's a Mechanical Chore—Use a Dolly!



CUSTOMER SERVICE

Loading Customer Vehicles

- Don't force items into vehicles
- Close doors, hatches and tailgates gently.
- Secure buggies and carts in the parking lots.
- Place items in a secure position so they won't fall over or roll.
- **ONLY** customers, not staff or volunteers, should tie down a purchase.
- **NEVER** set merchandise on the top of a customer's vehicle or assist them in doing so.

Remember

**It's okay to politely decline
if you can't load
merchandise safely.**

GENERAL SAFETY

Testing Equipment

- ***ONLY*** trained warehouse associates are allowed to test power equipment / power tools for the customer.
- ***NEVER*** allow the customers, volunteers, or untrained employees to do so.

Disposal of Hazardous Materials

All hazardous chemical materials must be stored in the metal yellow cabinet marked for flammable material storage.

PERSONAL SAFETY

Clothing

- Closed-toed shoes with gripping soles.
NO Sandals, No Open-toed Shoes
- Long pants or long shorts (finger-tip length).

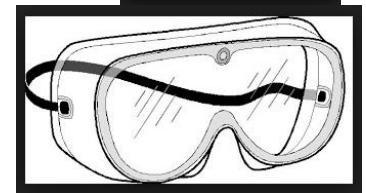
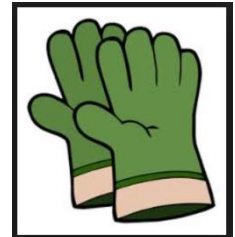


Personal Protective Equipment (PPE)

- Gloves
- Protective Eyewear
- Dust Masks
- Back Support

ALWAYS

Ask to be provided with
the necessary PPE



**PREVENTING
SLIPS, TRIPS,
AND FALLS**

Merchandising

- Clearly identify changes in elevation.
- Place items securely on shelves or racks.
- Don't exceed the load capacity of racks and shelves.
- Report damaged shelving or displays immediately.
- Place heavy objects on the bottom of racks and lighter objects on the top.

Merchandising

- Store products at least 18" from sprinkler heads.
- Be sure merchandise is properly contained on the shelves.
- Keep sharp items well protected.
- Keep merchandise waiting to be shelved or displayed out of the aisles.
- Don't sell defective items (i.e.: missing guards, worn electrical cords, broken, or damages tools, etc.).

Remember

Improperly placed and displayed items are the leading cause of trips and falls in a Restore.

Housekeeping

- Keep aisles free of clutter and trash.
- Clean up spills right away and place caution signs.
- Power cords should not be on the floors or in the aisles and should be in good condition.
- Unplug power cords when not in use.
- Don't carry loads you can't see over.

Housekeeping

- Report any potential safety hazards to management immediately.
- Be sure all areas are well lit.
- Shorten stride on damp / wet surfaces.
- Use a ladder or a step stool to reach objects above your head. **NEVER** use a box, chair or desk.

Ladder Safety – Before You Climb

- Ladders are ***ONLY*** for store personnel who are 18 years or older
- Keep ladders stored in staff-only areas or chained off.
- **Always** check ladder before using.

Ladder Safety – Set-up

- Position the ladder properly: opened fully with the spreader bars locked, placed on stable ground.
- **NEVER** place ladder on an unstable base to gain extra height.
- **NEVER** use a step ladder folded up and leaning against another surface.

Ladder Safety – When You Climb

- ***NEVER*** exceed the load limit of a ladder.
- ***ONLY*** one person on a ladder at a time
- ***ALWAYS*** face the ladder treads.
- ***NEVER*** lean too far to one side or over reach.
- ***NEVER*** climb on the top two steps of a ladder.
- ***ALWAYS*** maintain 3 points of contact; one hand and two feet.

EMERGENCIES

In Case of Injury

- **Report *ANY* injuries to management.**
- **They will fill out an Incident / Witness Report.**

In Case of Medical Emergency – Getting Help

- Call 911.
- Be prepared to provide our phone number:
908-835-1980
- Be prepared to provide our exact location:
384 Rt. 57 West, Washington NJ
- Give an accurate description of the incident and the victim's condition.
- Assist the ambulance crew by arranging for a colleague to meet them outside of the ReStore.

Remember

FIRST AID KIT LOCATION:

Front register area in the drawer marked
“First Aid Kit”

EYE WASH KIT LOCATION:

Front register in drawer marked
“First Aid Kit”

EYE WASH STATION LOCATION:

In the dollar item processing area at the rear of the
building at the utility sink marked
“Eye Wash Station”

In Case of Fire (or Evacuation)

- Go to the nearest EXIT
- Meet away from the building at the designated safe point (in the front parking lot at the parking spaces farthest from the building).
- Management will do a head count to ensure everyone is safely out of the building. Remain at this safe point until you are cleared to leave.
- This is why it is important to log in and out when working at the ReStore.

In Case of Robbery

- ***DO NOT*** draw attention to yourself.
- ***DO NOT*** make any sudden movements.
- ***DO NOT*** scream or do anything to stop the robber.
- ***DO NOT*** argue, antagonize or attempt to delay the robber in any way.
- ***DO*** give the robber what he or she wants.
- ***DO*** call the police immediately after the robber has left the premises.
- ***DO*** write down the details of the robbery immediately while they're fresh in your memory.
- **Panic Button**

Remember

Experiencing a robbery can be a frightening experience accompanied by panic or anger. When a robbery occurs, try to stay calm and do what the robber tells you to do.

Employee safety is more important than money.

Conclusion

We hope this presentation has made you more aware of safety practices at the ReStore.

Our Customers', Volunteers', and Employees' safety are our first priority.

Thank you!