NEW PERSONNEL SAFETY ORIENTATION

WELCOME TO REVO!

It is the policy and practice of REVO Group to maintain a safe and healthy work environment for employees, and to comply with all applicable health and safety regulations.

It is a fundamental policy of REVO Group that no task is so important that an employee must violate a safety rule or take a risk of injury or illness in order to get the job done. Employees are required to comply with all REVO Group safety and health rules and are encouraged to actively participate in identifying ways to make REVO Group a safer place to work.

All employees are required to learn about the potential safety hazards of their specific position and of their work environments. This includes the ability to recognize hazards; eliminate, reduce or avoid them; and how to be protected from injury and illness.

<u>As an employee of REVO Group:</u>

- ➔ You have the right to ask any question and report any safety hazard, either directly or anonymously, without any fear of punishment or retaliation.
- ➔ You must know the location of departmental safety bulletins and safety postings, and how to access your Safety Committee representative.
- ➔ You must follow all safe operating procedures and precautions and understand that there are disciplinary consequences that may occur to ensure compliance with safe work practices.
- ➔ You must report all occupational injuries and illnesses – no matter how small or mild.
- ➔ You must obey health and safety-related signs, posters, warning signals and directions.
- ➔ You must understand the building emergency action plan and assembly area.
- ➔ You must participate in health and safety training.
- ➔ You must use proper personal protective equipment.
- ➔ You must warn co-workers about defective equipment and other hazards.
- ➔ You must report unsafe conditions immediately to a supervisor.
- ➔ You must stop work if an imminent hazard is present.
- ➔ You must cooperate in workplace safety inspections.

When you feel a particular situation is unsafe, you have these options:

1. Approach the situation from a safer position or complete the task differently.
2. Notify a supervisor of the unsafe situation.
3. When reasonable and capable, you may eliminate or reduce the hazard yourself.
4. Request that the area be evacuated until the risk is abated (serious hazards).
5. In all questionable situations, you must notify your supervisor promptly.

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NEW/TRANSFER/ANNUAL EMPLOYEE SAFETY TRAINING RECORD

Instructor/Supervisor: Department:

NOTE: This completed form is to be retained in the individual's personnel file as evidence of initial training required under REVO Group IIPP. Follow-up training covering more specific topics can also be documented by completing the space provided below.

Employee Name:

Please Circle: New Hire Transfer Annual Other

I, _____ (Training Instructor) hereby certify that this employee has been trained on the following: (Check appropriate boxes.)

- ❑ My right to ask any question, or report any safety hazards, either directly or anonymously without any fear of reprisal
- ❑ The location of departmental safety bulletins and safety postings
- ❑ Disciplinary procedures that may be used to ensure compliance with safe work practices
- ❑ Accessing the department Safety Committee representative
- ❑ Reporting occupational injuries and illnesses
- ❑ Emergency evacuation procedures
- ❑ Pedestrian safety practices in areas in which forklifts, cranes, or hoists are used
- ❑ Electrical safety including lockout/tagout rules and procedures
- ❑ PPE requirements
- ❑ Bloodborne Pathogens (for all employees at new hire and annually)
- ❑ Fire extinguisher safety (for all employees who are authorized to respond to fire emergencies)
- ❑ Safe Lifting (for any employee who lifts more than 20 pounds)
- ❑ Forklift Training (for employees who operate a forklift)
- ❑ Hazard Communication Training
  - ❑ The potential occupational hazards in the work areas of my job assignment
  - ❑ The safe work practices and personal protective equipment required for my job
  - ❑ The location and availability of SDSs
  - ❑ The hazards of any materials to which I may be exposed, and my right to the information contained on Safety data sheets (SDSs) for those materials

Other Safety Training Describe Subject Covered: (Attach documentation)

I understand the above items and agree to comply with safe work practices in my work area.

Employee *Signature*:

Date:

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BUILDING EVACUATION PROCEDURES

An illustration of the building's floor layout, emergency escape routes and assembly area(s) should be posted in every building in use. As employees go about their work, take notice of where the emergency escape information and exit doors are located. If they can't find the information, ask about it.

➔ **Stay calm. Panic adds confusion to a situation that is already dangerous.**

➔ **Whenever a serious fire or other emergency that warrants evacuation is announced or when an evacuation alarm is activated, quickly leave in an orderly fashion by any designated exit route to outside the building.**

➔ **Follow these building evacuation procedures:**

- Follow the directions of authorized emergency personnel.
- Stop what you are doing. Abandon all product, equipment and supplies that you may have been attending to.

- Walk to the nearest door exit from the building that you can find. All of the building's exit doors should be marked **EXIT**.
- If the nearest EXIT is blocked, just quickly find and use another one. (If you can't find any exit to use at the time of the alarm, find and follow others who appear to know.)

- You may help others get to exits only if doing so does not put you in serious danger. Never try to be a hero by taking hazardous chances or attempting emergency actions that you are not trained to do.
- Once out of the building, move away from the exit doors of the building. Find a designated assembly area that is safely away from the building and/or the hazardous situation.
- You may give first-aid to injured persons if you have been trained and are certified.
- Avoid congregating close to the building where you may hamper emergency operations.
- Use the stairs, not the elevator,
- The Emergency Response Manager should remain calm, and help escort as many people out of the facility as possible.
- All employees will evacuate to the designated safe area ("assembly area") provided on your building's evacuation map.
- The Emergency Response Manager will conduct a head count of all employees. Immediately notify the emergency personnel of any employees missing.

➔ **<u>DO NOT EVER GO BACK INTO THE BUILDING</u> until the "All Clear" or "Re-entry OK" signal is given by an authorized emergency person. (Once an evacuation begins it must be carried to completion even if it becomes known to be a false alarm.)**

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FORKLIFT AND PEDESTRIAN SAFETY

Pedestrians are at risk of being injured by operating forklifts in most environments. These injuries occur when forklifts strike pedestrians or when pedestrians are struck by falling loads.

EVERYONE has a role and the responsibility for preventing forklift ←→ pedestrian injuries:

- ☑ Forklift operators
- ☑ Pedestrians in the warehouse
- ☑ Supervisors and senior management

FORKLIFT AND PEDESTRIAN RULES

- ➔ **Forklifts must always yield right-to-way to pedestrians.**
- ➔ **Pedestrians must never assume forklift operators see them, or are going to yield right-to-way to them. Wear high-visibility vest or other clothing.**
- ➔ **Pedestrians must stay within designated aisle ways.**

Reminders for All Warehouse Pedestrians:

- ☑ NEVER assume you will be seen by an operator. ALWAYS wait for a signal to proceed.
- ☑ Wear high-visibility clothing such as a safety vest.
- ☑ Be aware that lift trucks cannot stop suddenly. They are designed to stop slowly to minimize load damage and maintain stability.
- ☑ Stand clear of operating lift trucks. Keep a 20' safe distance away from them.
- ☑ Avoid collisions. A driver's visibility will be limited due to blind spots in certain areas.
- ☑ Be aware of the wide rear swing radius of forklifts.
- ☑ Use pedestrian walkways, or stay to one side of the equipment aisle.
- ☑ Never ride on a forklift, unless authorized and the forklift is designed for riders.
- ☑ Never pass under an elevated load.

Reminders for Forklift Operators:

- ☑ Do not move the truck if you do not have a clear view of travel. Always keep a clear view.
- ☑ Slow down, stop and sound horn at intersections, corners, and wherever your vision is obstructed.
- ☑ Signal to pedestrians to stand clear or to safely proceed.
- ☑ Use flashing warning light and backup alarms when going in reverse.
- ☑ Use a spotter for blind spots.
- ☑ Never sacrifice safety for speed or efficiency.
- ☑ Start, stop, travel, steer and brake smoothly.

When a person or group of people walks across your planned route:

- Stop. Wait until all pedestrians pass by safely. Be patient.
- Warn pedestrians and direct them to move if there is not adequate safe clearance.

Reminders for Management:

- ☑ Keep permanent aisles and passageways free from obstructions and appropriately marked.
- ☑ Keep railings, other barriers, pedestrian aisle striping and corner convex mirrors/proximity lights in good repair.

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BASIC ELECTRICAL SAFETY

The average daily American life is so filled with electrically powered equipment, appliances, and devices that the raw power and safety hazards of our standard household 110v electrical circuit can be easily forgotten – or never recognized at all! Voltages of 220v (e.g. home dryer) or higher are pretty much just plain scary! **Standard 110v energy can kill people with even just a single zap!**

At work, all employees of are required to comply with Lockout/Tagout rules and procedures.

- ***Upon observing a machine or equipment that is locked out or tagged out to perform serving or maintenance, Employees may NOT attempt to start, energize, or use that machine or equipment.***

Only *Authorized Employees* may perform lockout/tagout activities.

- If an *Authorized Employee* has not been trained on a machine or piece of equipment, he/she may not lockout or tagout that item.
- All equipment and machines with potentially latent hazardous energy must be assessed for isolating devices by an *Authorized Employee*.

LOCKOUT/TAGOUT SAFETY

SEQUENCE OF LOCKOUT / TAGOUT PROCEDURES (6 STEPS)

1. All affected **employees are notified** in advance that a Lockout or Tagout system is utilized and the reason it is necessary. The *Authorized Employee* will review the type and magnitude of the energy of the specific machine or equipment and will understand the **potential hazards** prior to initiating procedures.

   Note: If at any point there is a question concerning the procedure, the Authorized Employee is to stop, secure the area, and immediately contact his/her immediate supervisor.

2. If the machine or equipment is operating, the *Authorized Employee* will **shut it down** by the normal stopping procedure (depress stop button, open toggle switch, etc.).
3. In accordance with the specific machine(s) or equipment(s) Lockout/Tagout procedures, the *Authorized Employee* operates the switch, valve, or other energy isolating device(s) so that the **equipment is isolated** from its energy source(s). Stored energy (such as that in elevated machine members, hydraulic/pneumatic systems, steam, electrical capacitance) is dissipated or restrained by the following methods:

Type of Stored Energy	Methods to Dissipate or Restrain
Electrical	Shut off main disconnect, Bleed Electrical Capacitance
Pneumatic	Close valve(s), Bleed Air Pressure, Lower Machine Members
Hydraulic	Close valve(s), Bleed Fluid/Pressure, Blocking, Lower Machine Members
Mechanical	Blocking, Lower Machine Members

4. In accordance with the specific machine's or equipment's Lockout/Tagout procedure, the *Authorized Employee* will **lockout and/or tagout** the energy isolating devices with assigned individual lock(s) and tag(s). Additional safety measures may be required on specific equipment.
5. After ensuring that no employees are exposed, and conducting a **check** to ensure the disconnection of all designated energy sources, the *Authorized Employee* operates the push button or other normal operating controls to make certain the equipment will not operate.

   Caution: Return operating control(s) to "Neutral" or "Off" position after Test.

6. **The equipment is now safely locked out or tagged out.**

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Proper Personal Protective Equipment (PPE)

Employees must be able to recognize health and physical job hazards and where or when protection is required:

(1) Select proper protection systems for given situations

(2) Properly use and maintain PPE.

Personal protective equipment is required for all activities where there is exposure to hazardous conditions or where there are specific references in the standards requiring PPE.

Common health and physical hazard situations include:

- Entrapment
- Engulfment
- Insufficient maneuverability
- Chemicals
- Airborne materials
- Impact
- Penetration
- Compression
- Light
- Heat
- Cold
- Electrical
- Poor visibility

Sources of hazards include the following:

- Chemical use
- Moving parts and equipment
- Rolling and pinching parts and equipment
- Elevated parts and equipment
- Sharp objects
- Electricity
- Hazardous light sources

GENERAL PPE SAFETY TRAINING

- New employees are oriented to PPE as part of the new employee orientation program.
- Every employee is trained in the PPE Safety Program annually.
- All employees sign off on all safety training related to PPE Safety Program.
- Any employee who has not received appropriate training is not allowed to perform hazardous work requiring personal protection equipment until the completion of training.

SPECIFIC TRAINING

Employee training that is specific to the employee's job covers the following areas:

1. The nature of hazards in the work area
2. The correct procedures for selecting, fitting, using and maintaining personal protective equipment
3. The limitations on the use of personal protective equipment
4. How to safely store and maintain personal protective equipment

COMMON TYPES OF PPE

	HEAD PROTECTION		PROTECTIVE CLOTHING		FOOT PROTECTION
	EYE AND FACE PROTECTION		HEARING PROTECTION		RESPIRATIORY PROTECTION

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Bloodborne Pathogens Safety Awareness

WHAT ARE BLOODBORNE PATHOGENS?

Bloodborne pathogens are microorganisms ("germs") present in human blood that can infect and cause disease in people who are exposed to blood containing the pathogen. These microorganisms are transmitted through contact with contaminated blood and body fluids. They can be disabling or even cause death.

It is important that <u>you</u> know:

- ➔ **How to recognize possible sources of bloodborne pathogen transmission in your work area**
- ➔ **How to protect yourself against getting a bloodborne pathogen disease**

TRANSMISSION OF BLOODBORNE PATHOGENS

Bloodborne pathogens are transmitted when contaminated blood or body fluids enter the body of another person. At work, transmission is most likely to occur through:

- An accidental skin puncture by a sharp object such as a needle, broken glass or other sharp object that is contaminated with the pathogen
- Contact between broken or damaged skin and infected body fluids

Unbroken skin forms a resistant barrier against bloodborne pathogens. However, infected blood or body fluids can enter your system in other ways such as:

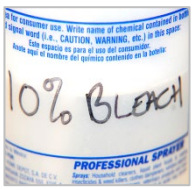
- Open sores, cuts, abrasions, acne – virtually any broken skin area
- Through the mucous membranes of the eyes, nose, or mouth. For example, a splash of contaminated blood to your nose or mouth could result in transmission.

HOW TO PROTECT AGAINST GETTING INFECTED

Four different methods are used to protect you against getting bloodborne pathogens.

1. **<u>Personal Protective Equipment</u>** (PPE)
   - Gloves and Eye Protection
   - Masks or Face Shields

2. **<u>Universal Precautions</u>**: ***all*** blood and potentially infectious materials must always be treated as if they are known to be contaminated with bloodborne pathogens.
3. **<u>Mechanical Cleanup</u>** of every possible BBP source is ***required***. <u>Use the BBP Spill Kit.</u>
   - NEVER use your hands to pick up or clean up broken glass, old needles and syringes, etc.
   - ALWAYS use a broom/dustpan or tongs to pick up pieces. Be careful during disposal.



4. **<u>Decontaminate</u>** a contaminated area using disinfectant bleach/water solution.
   - Cover the spill with an absorbent material such as paper towels to prevent splashing.
   - Work from the edge of the spill towards the center to prevent the spill from spreading.
   - After applying cleaning solution, wait 10 minutes to ensure adequate decontamination then carefully wipe up the spilled material. Be very alert for broken glass or sharp objects in or around the spill.
   - Disinfect all tools after the job is done. Dispose of all contaminated materials properly.
   - Wash your hands thoroughly with soap and water for 2 mins. with warm water immediately.

EXPOSURE INCIDENTS: Every exposure should always be considered an urgent medical concern that requires timely post-exposure treatment. If you are exposed, tell your supervisor immediately!

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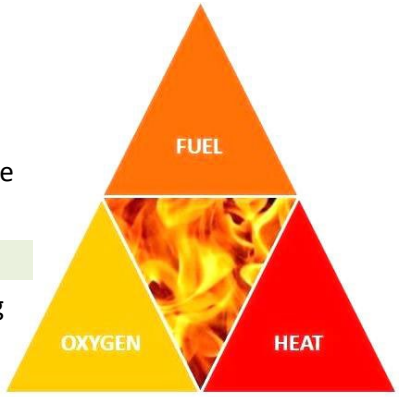
Fire Extinguisher Training

THE FIRE TRIANGLE

Fire Safety, at its most basic, is based upon the principle of keeping fuel sources and ignition sources separate. Three things must be present at the same time to produce fire:

- ✓ Enough OXYGEN to sustain combustion
- ✓ Enough HEAT to reach ignition temperature
- ✓ Some FUEL or combustible material

Together, they produce the CHEMICAL REACTION that is fire. Take away any of these three things and the fire will be extinguished.



FUEL CLASSIFICATIONS

Fires are classified according to the type of fuel that is burning. If you use the wrong type of fire extinguisher on the wrong class of fire, you might make matters worse.

It's very important to understand the four different fire (fuel) classifications:

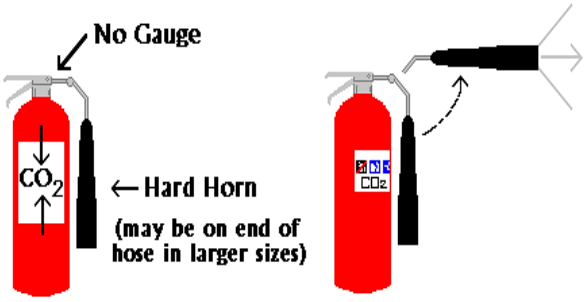
- Class A: Wood, paper, cloth, trash, plastics—solids that are not metals.
- Class B: Flammable liquids—gasoline, oil, grease, acetone. Includes flammable gases.
- Class C: Electrical—energized electrical equipment. As long as it's "plugged in."
- Class D: Metals—potassium, sodium, aluminum, magnesium. Requires Metal-X, foam, and other special extinguishing agents.

TYPES OF FIRE EXTINGUISHERS

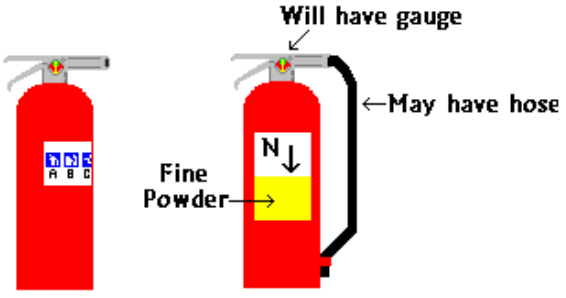
Different types of fire extinguishers are designed to fight different classes of fire.

The 4 most common types of fire extinguishers are:

- **Water** (APW): often found in older buildings. They have been gradually replaced over the years.
- **Foam:** the foam is made from nitrogen. When sprayed on a flame the chemical foam spreads on the flaming materials and liquids and forms a film which neutralizes the burning of the material. Since it is made of nitrogen the foam then cools both the fire and the materials that are burning.



- **Carbon Dioxide (CO2)**: carbon dioxide is a non-flammable gas that takes away the oxygen element of the fire triangle. Without oxygen, there is no fire. CO2's are always red and are designed for Class B and C (Flammable Liquids and Electrical Sources) fires only!
- **Dry Chemical** (ABC, BC, DC): "ABC" fire extinguishers are filled with a fine yellow powder. The greatest portion of this powder is composed of monoammonium phosphate. The extinguishers are pressurized with nitrogen. Dry chemical extinguishers come in a variety of types:
  - DC (for "Dry Chemical")
  - ABC (can be used on Class A, B, or C fires)
  - BC (designed for use on Class B and C fires)



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HOW TO USE A FIRE EXTINGUISHER

It's easy to remember how to use a fire extinguisher if you remember the acronym **"P-A-S-S"**:

1. **Pull** the pin: this releases the trigger to allow you to discharge the extinguisher.
2. **Aim** at the base of the fire. If you aim at the flames the extinguishing agent will go right through the fire and do nothing.
3. **Squeeze** the top handle. This depresses a button that releases the pressurized extinguishing agent.
4. **Sweep** from side to side until the fire is completely out. Start using the extinguisher from a safe distance away, and then slowly move forward. Once the fire is out, keep an eye on the area in case it reignites.

RULES FOR FIGHTING FIRES

Fires can be very dangerous and you should always be certain that you will not endanger yourself or others when attempting to put out a fire. When a fire is discovered:

- ➔ Assist any person in immediate danger to safety IF it can be accomplished without risk to you.
- ➔ Call 911 and/or activate the building fire alarm. The fire alarm will notify the fire department and other building occupants. Remember that automatic fire extinguishing systems activate whether or not the fire alarm is activated.

If the fire is small (and only after having done the above 2 things), you may attempt to use an extinguisher to put it out. HOWEVER, before deciding to fight the fire, keep these things in mind:

1. Know what is burning. If you don't know what's burning, you won't know what kind of extinguisher to use.
2. Even if you have an ABC fire extinguisher, there may be something in the fire that is going to explode or produce toxic fumes.

Chances are you will know what's burning, or at least have a good idea, but if you don't, let the fire department handle it. Also consider:

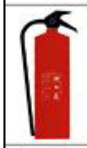
3. Is the fire spreading rapidly? The time to use an extinguisher is at the beginning stage of a fire.
4. If the fire is already spreading quickly, it is best to simply evacuate the building.

As you evacuate, shut off machinery and close doors/windows behind you. This will help to slow the spread of smoke and fire.

5. The final rule is to always position yourself with an exit/escape route *before* you start to put out a fire.

In case the extinguisher malfunctions, or something unexpected happens, you need to be able to get out quickly. You never want to become trapped!

Fire Extinguisher Chart

Extinguisher		Type of Fire				
Colour	Type	Solids (wood, paper, cloth, etc)	Flammable Liquids	Flammable Gasses	Electrical Equipment	Cooking Oils & Fats
	Water	✓ Yes	✗ No	✗ No	✗ No	✗ No
	Foam	✓ Yes	✓ Yes	✗ No	✗ No	✓ Yes
	Dry Powder	✓ Yes	✓ Yes	✓ Yes	✓ Yes	✗ No
	Carbon Dioxide (CO_2)	✗ No	✓ Yes	✗ No	✓ Yes	✓ Yes

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Proper Lifting & Stretching for a Healthy Back

BACK AND SPINE SAFETY

Back and spine injuries are at the top of the list of most common workplace injuries in the USA. They are painful and recovery usually takes a long time. Worse yet, suffering one back injury puts you at a greater risk of suffering another. The most important thing you can do to prevent a back injury is to use proper lifting and material handling techniques. *(If you have back pain now then contact your physician if you haven't already done so.)*

BACK AND SPINE HAZARDS

- **Improper lifting** is the largest cause of lower back injuries. For example, bending at the waist, or twisting while holding anything greatly increases the stress on the muscles and joints of the back.
- **Forceful exertions** - there is a limit to the amount of weight the back can lift; this limit is different for each person. Know and respect your limits. Use mechanical aids wherever possible, e.g. cranes, carts, dollies, etc.
- **Fatigue** - repeated actions, especially twisting under a load, cause fatigue; fatigue reduces the amount of weight the body can safely lift. Be sure to give the back adequate rest between lifts and during long shifts.

COMMON CAUSES OF BACK INJURIES:

- ✓ Heavy lifting
- ✓ Stressful Living
- ✓ Twisting and lifting
- ✓ Poor physical condition especially being mild to heavy overweight
- ✓ Loss of Flexibility
- ✓ Bending and overexerting /awkward positions
- ✓ Lifting objects w/ odd shapes
- ✓ Reaching and lifting
- ✓ Sitting or standing too long in one position
- ✓ Poor posture

This is the worst one

SAFE LIFTING

1) Loosen up your body's muscles. Avoid lifting heavy loads when you have recently been sitting or otherwise inactive for 10 minutes or more. Lightly stretch until your body feels flexible and prepared.
2) Look over the object to be lifted and gently test the weight of the load:
   a. If it's too heavy don't try to be a hero and lift it yourself. Ask for help, slide the items, or use a lifting device.
   b. Awkward-shaped items or items that are not rigid are harder to lift safely. Get some help!
   c. You may decline to lift something that you feel may be a danger to you.
3) Once you've decided to lift the object, position your body close to the load. Take a wide stance with the load far in between the knees.
4) **BEND YOUR KNEES! KEEP YOUR BACK ANGLE STRAIGHT! KEEP YOUR CHIN UP!**

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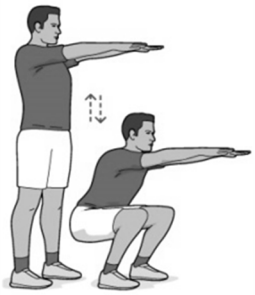
5) Keep your head up, the more vertical your posture, the lower your risk of injury
6) Breathe out as you begin to lift. This increases tension in your abdominal muscles. Do not hold your breath.
7) **Always keep your shoulders in line with your feet. Move your lead foot in the direction of your turn BEFORE you turn your pelvis and upper body.**
   a. Never twist while lifting or carrying anything, even light objects.
   b. Twisting significantly increases the risk of injury. In other words: NO TWISTING!
8) Proper lowering is as important as proper lifting. Bend the knees, keep the back straight, and breathe out as you begin to lower.

S-T-R-E-T-C-H *BEFORE* DOING LIFTING WORK

Before you begin any physically demanding activity, it's important to stretch your major muscle groups to prevent injury. Why stretch? Regular stretching improves flexibility, strength, balance, circulation and range of motion.

Remember to always keep your stretches gentle. Never bounce or hold a painful stretch.

You should expect to feel some tension in your muscles as you stretch but if you feel pain, you've gone too far. Relax, breathe normally. Do not hold your breath. Hold each stretch for 15 to 30 secs.

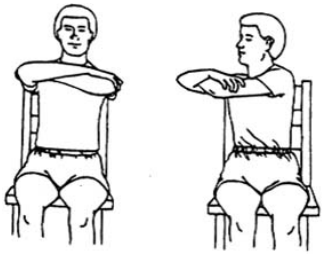


Squat stretch

- While standing straight, hold arms out straight
- Without twisting and keeping back straight, slowly squat
- Hold 15-20 seconds. Slowly rise back into standing position
- Repeat three to five times. (Feel free to lean against a wall while squatting.)

Standing back bends (aka standing back extension)

- Stand with your feet shoulder-width apart.
- Place your hands on the small of your back.
- Keep your head upright, not bending back.
- Then gently bend backwards from the waist.
- Hold 15 seconds. Repeat three times.



Sitting trunk rotation

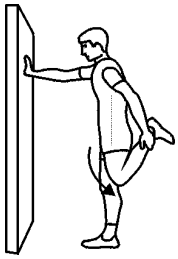
- Sit on a chair and cross your arms at shoulder height.
- Turn your head, shoulders and upper trunk to the right.
- Hold five seconds. Repeat on the opposite side. Do three sets on each side.

Shoulder stretch

- Bring your left arm across your body and hold it with your right arm, either above or below the elbow.
- Hold the stretch for 30 to 60 seconds. Switch arms and repeat.

Calf stretch

- Put one foot in front of the other with toes pointed forward
- Lean hands against wall or steady object
- Keeping your back knee straight, bend your front knee as you lean toward the wall.



Hip flexor and quad stretch

- Stand facing a wall and support yourself by placing your right hand on the wall.
- Bend your left leg up behind your back and grasp your ankle with your left hand.
- Pull gently, until you feel a stretch on the top of your thigh.
- Hold for 20-30 seconds. Repeat with the opposite leg (placing your left hand on the wall). Do three sets on each side.

REVO EXPRESS

FORKLIFT OPERATION

Forklifts are classified as “powered industrial trucks” and at least every three years a competent trainer experienced in operating forklifts must observe and recertify an operator.

A lot can happen in three years! Most forklift operators are conscientious and skilled; a minority will find recertification challenging. People don’t always use common sense and one misstep with forklift equipment can spell disaster.

Safe forklift operation doesn’t happen all by itself! There is a management duty to enforce compliance with safe operation using positive encouragement for safe driving, and discipline for violations including unsafe operation, failure to inspect, recklessness, etc.

UNSAFE ACTIONS (Repeat Infractions May Result in Decertification)	VERY UNSAFE ACTIONS (Suspension; Decertification if At-Fault)
1. Disobeyed signs	1. A load falls off onto a person or operator
2. Driving without a seatbelt	2. Allowing a rider
3. First at-fault near-miss incident	3. Colliding with any other vehicle
4. First failure to yield to pedestrians	4. Driving a forklift unsafe to operate (not taking defective truck out-of-operation)
5. First property damage including clipping pallets of products, building corners, or ballards	5. Failing to properly inspect forklift before operation
6. Failure to check bridge plates/ramps	6. Giving false information in an investigation
7. Failure to keep a clear view of direction of travel (forward and reverse)	7. Forklift falls between a loading dock and a truck trailer
8. Failure to know limitations of forklift in use	8. Forklift falls off a ledge
9. Failure to: place forks on floor, controls in neutral, brake set, power off when unattended	9. Operator involved in an accident
10. Failure to remain aware of rear-end swing	10. Operating a forklift needing serious repairs
11. Failure to report needed minor repairs	11. Pedestrian is struck by a forklift
12. Failure to sound horn at intersections	12. Pulling out a stuck forklift with a tow rope
13. Not keeping safe distance from edge of platform	13. Reckless driving especially in congested areas
14. Not carrying certification card	14. Rollover
15. High loads or high forks	15. Second at-fault near-miss incident
16. Overloaded capacity of lift truck	16. Second failure to yield to pedestrians
17. Rocking a forklift after getting stuck on an uneven surface	17. Second property damage
18. Seatbelt violation	18. Second seatbelt violation

Forklifts today are designed to be safer, but costly accidents and equipment issues still happen — mostly due to human error or the questionable driving habits of some operators. OSHA inspectors issue over 2,000 citations for serious forklift violations every year. The importance of safe forklift operation cannot be overstated!

REVO EXPRESS

TRUCK DRIVER SAFETY BASICS

When working around any kind of heavy equipment including trucks of almost every size and kind, you need to have a healthy respect for it.

Most trucks are big and powerful – and for those reasons, dangerous.

General safety rules operators must follow every work day:

1. Walk-around Inspection

Equipment must be inspected at least once daily before operating. Walk around with a pre-developed checklist to check hydraulic hoses, undercarriage, oil levels, stress points, etc.

2. Communication

When loading and unloading, always be in constant communication with others working around you. A two-way radio is the best form of communication.

3. Blind spots

Truck operators have to be 100% sure that no one is behind them or in their blind spots when moving, even if this involves getting out of the vehicle and checking. If vision is limited, use a spotter.

Require those working around you to make eye contact with you before coming in the truck's vicinity. High visibility vests are mandatory on all sites.

4. Mounting and Dismounting

Falls when stepping on and off the trucks cause injuries that are painful and expensive.

- ➔ Always maintain the well-known 3-point contact when getting on or off of your equipment.
- ➔ Never jump or climb on or off moving equipment.

REVO EXPRESS

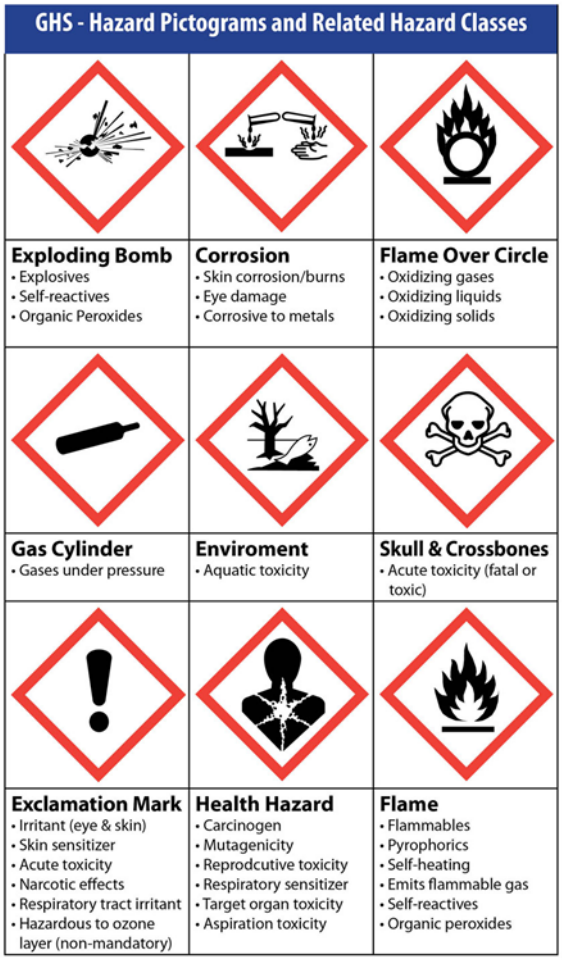
HAZARDOUS CHEMICALS SAFETY

HAZARDS ASSOCIATED WITH CHEMICALS

Chemicals are used for lots of reasons from product ingredients to cleaning solvents. Most chemicals are commonly used and stored in a concentrated form. It is important to understand that chemicals can be poisonous and harmful to the human body. They can catch fire or explode, blind your eyes, suffocate your lungs and chemically burn your skin. When working with chemicals, it is very important to follow your company's Hazard Communication program, use good personal hygiene, know how to use the chemicals and clean them up safely, and always use the appropriate personal protective equipment.

WHEN YOU USE OR WORK AROUND HAZARDOUS CHEMICALS

1. Learn the hazards that the chemicals could expose you to in your work.
2. **You must read the container label and the SDS! They will list safe handling procedures.**
3. Never sniff a chemical to identify its type or location!
4. Use appropriate personal protective equipment (PPE) such as splash goggles, full-face respirators, safety non-porous gloves, splash aprons or any combination of the above.
5. Make sure that PPE fits properly and that you know how to use it.
6. Don't wear contact lenses; they can absorb chemicals or trap them against your eyes.
7. Slowly mix corrosives or solvents, or dip parts into them.
8. Always add acids to water (not the other way around) to prevent boiling over and splashing.
9. Never put your hands into corrosives or solvents--even if you are wearing gloves.
10. Always wash your hands well before eating or smoking, and before and after every shift.
11. Use engineering controls, including fans, exhaust hoods, and other ventilation systems.
12. Know emergency first aid procedures.
13. Make sure you understand *everything* you need to know about protecting yourself from chemical hazards.



REVO EXPRESS

SAFE WORK HABITS FOR DELIVERY PERSONNEL

WALKING SAFETY

Question: ***When does walking go from easy to dangerous?***

Answer: ***When there are hazards that can cause you to slip, trip or fall!***

Slips: **Slips happen where there is too little friction or traction between your footwear and the walking surface. Common causes of slips are:**

- ✗ **Weather hazards: wet, snowy and icy surfaces.**
- ✗ **Walking surfaces that do not have same surface levels – like sloped ground, old sidewalks with cracks, and gravel paths with ruts and holes.**
- ✗ **Worn out steps.**
- ✗ **Walking surfaces that do not have same degree of traction in all areas – like gravel then concrete then mud or dirt.**

Trips: **Trips happen when your foot collides (strikes, hits) against objects causing you to lose your balance and fall. Common causes of tripping are:**

- ✗ **Obstructed view – particularly when carrying packages.**
- ✗ **Walking in the dark and in areas with poor lighting.**
- ✗ **Walking carrying packages that block your view of where you are walking.**
- ✗ **Clutter and obstacles in your path including garden hoses and electrical cords.**

Preventing Slips and Trips and Falls

- ✓ **Avoid substances that can reduce foot traction: water, ice, snow, mud or debris.**
- ✓ **Wipe feet on door mats in snowy/rainy weather.**
- ✓ **SLOW DOWN and walk more slowly to avoid slips and falls.**
- ✓ **Watch out for obstacles you could trip over and sloped ground you could slip on.**
- ✓ **Stay on walkways and use handrails on stairs and ramps.**

A Safe Delivery is More Important than a Fast Delivery!

REVO EXPRESS

SAFE WORK HABITS FOR DELIVERY PERSONNEL

ENTERING AND EXITING VEHICLES SAFELY

Entering and Exiting your delivery vehicle – the most frequent activity of a delivery driver – can result in painful injuries to drivers when not done safely.

- ☒ **Jumping into or out of your vehicle is an injury accident sooner or later: slips and falls cause twisted ankles, bruised knees and elbows, and strained backs and necks.**
- ☒ **It seems easy to maintain your balance getting in and out – until it's not. Losing your balance and falling will happen faster than a broken shoelace – BAM!**

BE SAFE WHEN ENTERING AND EXITING YOUR DELIVERY VEHICLE:

1. **Mounting and Dismounting**
   - ➔ **Avoid carrying unnecessary items in your hands – never food, drink or phone.**
   - ➔ **Don't carry items in your free hand — place them on the vehicle floor and retrieve them once you're on the ground.**
   - ➔ **Always use three points of contact when entering or exiting a vehicle. Injuries won't happen if you always maintain the well-known 3-point contact when getting in or out of your vehicle.**
   - ➔ **Don't use tires or wheel hubs as a step surface.**
   - ➔ **Never use the door frame or door edge as a handhold.**
2. **Never jump on or off your delivery vehicle.**
3. **Never jump or climb on or off your vehicle when it's moving.**
4. **Take extra precautions during inclement weather and when the delivery destination has sloped ground or slip, trip and fall hazards and obstacles.**
5. **Definitely wear non-slip shoes when delivering!**
6. **Carry a flashlight to assist in walking on dark sidewalks and to find addresses.**

A Safe Delivery is More Important than a Fast Delivery!

REVO EXPRESS

SAFE WORK HABITS FOR DELIVERY PERSONNEL

SAFE WALKING ROUTES

Question: ***What is a common reason for delivery personnel getting hurt?***

Answer: ***When their delivery pathway contains injury hazards!***

The best route is NOT:

- ☒ **Always a straight line from your delivery vehicle to the customer's door.**
- ☒ **When you take shortcuts across lawns, yards, flower beds, over or through bushes, hedges, etc.**
- ☒ **When injury hazards are ignored – sprinklers, hoses, toys, rocks, fences, etc.**
- ☒ **A pathway that is wet, snowy or icy.**
- ☒ **On walking surfaces that do not have same surface levels – like old sidewalks with cracks, gravel paths with ruts, holes and mud .**
- ☒ **Up or down worn out steps.**
- ☒ **Walking surfaces that do not have same degree of traction in all areas – like gravel, then concrete, then mud or dirt.**

Take a few seconds to PLAN OUT YOUR DELIVERY PATHWAY:

- ➔ **LOOK to find a safe route to your customer's front porch, stairway or front door.**
- ➔ **Avoid carrying packages that block your view of where you are walking.**
- ➔ **Stay on walkways and pathways – especially delivering in low-light conditions.**
- ➔ **Use handrails on stairs and ramps.**

SLOW DOWN! especially when:

- ➔ **Walking in the dark or in areas with poor lighting. Keep a flashlight handy in case you have to walk to a side door or back of a building.**
- ➔ **There's a lot of clutter, trash or other trip, slip and fall obstacles in your pathway.**

A Safe Delivery is More Important than a Fast Delivery!

REVO EXPRESS

WINTER SAFETY TIPS

Dress for *Safety* Success – Visibility: BE SEEN BY OTHERS

For those of us in jobs that require being active or on roadways and streets, wearing clothing that helps us be seen by others is our #1 injury prevention technique. The best ways to protect yourself are to be visible and to wear high-visibility clothing.

High visibility clothing for any employee working at night or in dark or artificially-lighted environments such as a warehouse or parking garage: Retro-reflective vest

High visibility clothing for tractor/trailer and automobile drivers:

- Bright-colored clothing (e.g. red, orange or yellow) that makes you very visible when stepping out of your truck, down from the cab or checking your trailer.
- Orange, yellow, or green vest and colored hat.

Be visible to others is very important for avoiding personal injury:

- Wear comfortable, sturdy boots with features appropriate for your work demands. Choose shoes with non-slip soles and that protect feet from hot/cold temperatures.
- Wear protective gloves when lifting heavy objects, boxes and packages – insulated and good-gripping.

- Avoid suddenly "popping out" from behind the side or front of your vehicle.
- Never assume that another vehicle driver sees you or will avoid hitting you. Make direct eye contact and confirm the other driver will yield to you the pedestrian.
- Use your vehicle's emergency/safety flashers whenever parking and loading/unloading.
- If Your Vehicle Breaks Down:
  - Signal, slow down gradually, and carefully pull on to the shoulder. Better yet - pull off the road entirely into a wayside, parking lot or side road if you can.
  - Switch on emergency/safety flashers. Call for assistance.
  - If on the shoulder, put out hazard warning triangles 25/50/100 yards before your vehicle if you can do so safely.

  - Remain in your vehicle unless you think your vehicle may be struck from behind. If you have to get out, do not stand behind or directly in front of your vehicle. Stand off to the side.

Dress for *Safety* Success – Visibility: BE ABLE TO SEE OTHERS

Seeing others – especially when you are not expecting them to be there – is critical. Strive to maintain the widest field of vision when operating any vehicle.

- Avoid wearing clothing that restricts your view or range of motion such as tight clothing with high-collars.
- Wear sunglasses that allow 180° field of view.
- Keep your vehicle's windows clean – inside and out – to reduce glare and maximize visibility.

REVO EXPRESS

COLD WEATHER SAFETY

The Pacific Northwest winter months sometimes requires working in low ambient temperatures (<40ºF) that are cold, and windy. Workplace temperatures can have adverse effects on work efficiency and your safety. Exposure to cold conditions can produce discomfort. Working in cold also increases the human body's fluid usage rate which can increase the chance of dehydration related problems such as impaired judgment/ concentration, nausea, light headedness and general weakness.

The most common thermal stress related hazards that workers in cold weather are exposed to include:

- Cold fingers (50%)
- Breathing discomfort (21%)
- Cold peripheral body-parts (20%)
- Musculoskeletal pain – usually neck and low back (12%)

Protective Clothing System

For employees doing cold physical work, a comfortable and safe body heat/cooling balance is best achieved by wearing layered and adjustable protective clothing that can quickly be adapted to the worker's steady or frequently changing temperature environment as the case may be. An appropriate clothing "system" integrates gloves, footwear, head covering, underwear, insulating middle layers and an outer layer to form a functional, adjustable protective system. When choosing gloves, ensuring warmth and manual dexterity is important.

Factors most often contribute to cold stress:

- A level of physical activity that results in sweating and a subsequent exposure to cold
- Inadequate use of dry, cold protective clothing and footwear
- Medical or other conditions that may be affected by cold
- Effects of drugs or alcohol
- Not being acclimatized to cold work environments

Cold Stress Symptoms

- Shivering
- Exhaustion
- Confusion
- Slurred speech
- Memory loss
- Fatigue
- Loss of motor control

FREQUENT INTERMITTENT COLD-WARM WORK IN COLD WEATHER ENVIRONMENTS

Sometimes heat-intolerance related problems can happen when cold weather workers are exposed to frequent changes from cold-to-warm and back-to-cold again. Constantly going in-and-out of cold-warm areas means you have to readjust each time you go outside or back inside. A cold weather worker may get a headache or feel unusually sluggish – even dizzy – from rapid, repeated exposure to a warm office or outdoor heat.

To help prevent health problems, frequent cold-warm exposures require:

- ☑ Go in and out of cold-warm environments s-l-o-w-l-y. Just pause for a few seconds when you enter or leave to give your lungs and skin a moment to adjust to the changing conditions.
- ☑ Wearing suitable clothing that is not too warm for the external areas and not too cold for the cold weather work. This calls for an adjustable and layered protective clothing "system".
- ☑ Being aware of getting chills in the cold environment after working in warmer areas and perspiring – even moderately. Adjust clothing system if perspiration occurs in the cold area.
- ☑ Monitoring fluid intake to ensure adequate hydration is maintained

REVO EXPRESS

SAFELY WORKING IN HOT WEATHER

In hot weather (e.g. 85°F and above) can be hazardous when ignored or unprepared.

Hot weather has predictable effects:

- Employees can become less alert about work hazards. There is an increased risk of accidents due to slips, trips, falls, and from hand and power tools.
- Heat discomfort can result in reduced efficiency which can lead to poor decision and errors in judgment.
- Operators of power tools, vehicles and power equipment may lose concentration and focus.
- Heat affects employees in sedentary jobs as well as manual work. It occurs as a result of inadequate fluid intake to replace fluids lost by sweating.
- Fluid imbalance gives rise to nausea, light headedness and general weakness with an elevated temperature. If untreated it will lead to fainting and possibly heat stroke.

Look after each other when working conditions are HOT:

- ☑ Spread the word when about being careful to take extra care of yourself and to keep an eye out for others being affected by hot weather conditions.
- ☑ Be sure everybody exposed to hot weather is properly prepared including having lots of fluids available, being properly dressed and knowing when to take a nice, cool rest break.
- ☑ Decide to use extra patience knowing that heat can affect people's concentration and communication. Ask for clarification if something sounds "funny". If others (or yourself!) appear to be getting irritable or annoyed faster than usual – skip the discussion and cover the topic later.
- ☑ Be aware of coworkers who may be showing signs of heat stress illness. Report problems to your supervisor.

Protect yourself when working conditions are HOT:

- The human body is 60% water! So drink plenty of water! Our bodies cool by sweating, losing water that must be replaced throughout the day. Although it is commonly recommended that adults drink 8 cups (64 oz.) of water per day, if you're working outside during hot weather, you may easily need twice that amount. Cool water is best.

- **Avoid**: Carbonated drinks, which can cause cramps; alcohol, which is dehydrating; and salt tablets, which can actually make dehydration worse by pulling water out of your cells.
- **Dress cool:** Wear loose-weave, cotton fabrics that allow your body to breathe while protecting you from the sun. Wear a hat or cap in the sun.

  Clothes with cooling attributes, like ventilation or evaporative qualities, can help lower body temperature.

- Stay cool: Take breaks in a shady area or an air-conditioned room/vehicle.
- Lead a healthy lifestyle: Get rest, exercise, enough sleep and good nutrition.

REVO EXPRESS

WINTER SAFETY FOR DELIVERY PERSONNEL

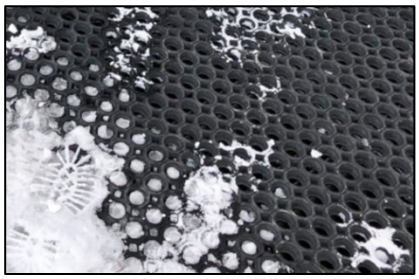
The delivery business does not take a break during the winter. In fact, the commercial and home delivery industry can experience activity rates 3X or 4X higher during winter holiday seasons. That means they have to adapt the way they work to account for potentially dangerous winter conditions.

Poor weather conditions like rain, snow, and ice will cause problems for drivers and delivery personnel. Snow or ice on a vehicle or on delivery pathway to businesses and homes creates hazardous slippery surfaces. Lots of delivery customers will keep their premises cleared of snow and ice – but just as many don't.

Tips for Safer Wintertime Deliveries

- Slow it down! Your safety is more important than the product and being on time. Winter conditions sometimes just demand taking a bit more time getting from point A to point B.'
- Keep any loose snow or water from making surfaces slick. Before any loading/unloading takes place, walking surfaces should be cleaned free of ice and snow. Some truck drivers carry a rubber mallet – a couple of whacks with the mallet will get rid of ice pretty quickly.
- Use a commercial deicing product in the form of a liquid or spray on all surfaces that you walk on – vehicle entry/exit areas, rear loading step bumpers, running boards and steps, tailgates, flatbed surfaces, etc.
- Keep these same surfaces safe and dry as much as possible.
- Winter-traction sole boots are one of the most effective way to prevent slips and falls. Wear shoes or boots with soles that grip even on wet surfaces. Bumpy soles help gain traction.

- Use non-slip doormats or metal grids with grip-surfaces on walking surfaces inside your vehicle and on flat exterior surfaces such as entry/exit steps, truck beds and tailgates. Well-placed mats in accident-prone areas play a significant role in keeping workers safer.



- Gloves and fingerless gloves are great in the winter. Fingerless gloves keep your hands warm, but allow your fingers to be free to operate your touch-screen phone/device, if needed.
- Remember that when entering homes and buildings you and others track moisture and debris inside which makes the floors slippery. Walk slowly and watch for puddles
- Long hours in cold environments can result in thermal stress problems. Risks of working long periods in cold environments can be prevented by:
  - Protective clothing especially footwear, head covering and gloves with sufficient insulation.
  - Fluid intake should be maintained to ensure adequate hydration.
  - Cab heaters/fans help with cold hands and drying walking surfaces inside vehicles.

REVO EXPRESS

Snow and Ice Safety

This winter, be smart and safe when walking on ice and snow so that you don't fall and get injured!

- **Pay Attention!** Be alert for ice-covered areas; especially outside steps leading to buildings.
- **Wear boots or shoes** with grip soles. Slick leather or plastic soles on shoes will definitely increase the risk of slipping.
- **Don't walk with your hands in your pockets**. This reduces the ability to use your arms for balance if you do slip. If you fall then you will likely land on your face.

More Tips for Safe Winter Walking

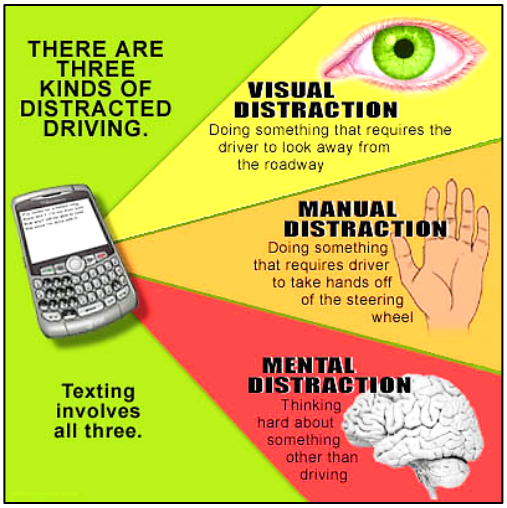
- **Don't step on uneven surfaces.**
- **Avoid steps and curbs with ice on them.**
- **Don't take shortcuts over snow piles and through areas where snow and ice has accumulated.**
- **Watch out for black ice.**
- **Don't carry or swing heavy loads,** such as large boxes, cases or tools that may cause you to become off balance when you are walking.
- **Take short shuffling steps** in very icy areas. This is called the "penguin shuffle."
- **When entering a building, watch for slippery floors.** Dry your shoes or boots on the entry mats as much as possible.
- **Apply ice melt as necessary to keep walking areas clear and dry.**

REVO EXPRESS

SAFE DRIVING MEANS PAYING ATTENTION!

Distracted driving is driving while doing something else besides driving! Texting, talking on the phone or to passengers, eating, or reading are all serious distractions that take a driver's attention away from the road and increasing risk of crashes. All distractions compromise the safety of the driver, passengers, bystanders and people in other vehicles.

Driving safely requires your full attention! Being able to control your vehicle and respond to events happening on the roads around you is needed at all times. Driving safely involves constant and complex coordination between your mind and body. Anybody or anything that prevents you from driving safely is a hazardous distraction.



There are three kinds of "Distracted Driving"

1. Visual

Tip: Eyes on the Road

2. Mental

Tip: Mind on the Road

3. Manual

Tip: Hands on the Wheel

Guidelines That Will Help You Remain Attentive While Driving

- Cell Phones - Turn cell phones off or put them out of reach. Regardless of local laws - do not make or answer calls without a hands-free device. Never text – it's dangerous and illegal.
- Music and Climate Controls - Preprogram radio stations and arrange music in an easy to access spot. Adjust mirrors and heat/AC before traveling, or ask a passenger to help.
- Passengers - Require safe passenger behavior; do not misjudge how distracting it can be trying to control disruptive passengers while driving.
- Traffic Laws – paying attention to driving means obeying all traffic laws especially speed limits and intersection traffic controls.
- Navigation - Tell a passenger to assist with directions. When driving alone, prepare your route in advance. Always pull over to read a map - or better yet use a hands-free Internet navigation device.
- Passengers - Adult passengers should not be distracting you. Speak up and direct passengers to stop any behavior that is or could distract the vehicle driver.

Driving attentively will not only save time, money, and lives – it may save you a ticket! Talking on a cell phone or texting while driving is illegal almost everywhere. It is becoming a focus of law enforcement. Remember that driving, although routine, requires concentration. ***Safe Driving means Paying Attention!***

✓ **Stay Focused** ✓ **Pay Attention** ✓ **Be Attentive**