Retail Safety Rules

Always follow these company safety rules.

Our company, _____, is committed to the safety of our employees and customers. Our safety rules and policies are in place to prevent work-related deaths, injuries, damages, and wasteful financial losses.

We require you to follow the written safety rules below when performing work on behalf of our company. Our organization investigates all injuries, incidents, hazard reports, and property damage.

You are expected to follow these safety rules. Documented corrective action will result if the safety rules are not followed.

- Report injuries, incidents, unsafe conditions, and damage to management before the end of your workday.
- Contact your supervisor whenever an injury or after-hours incident occurs or for any other business-related emergencies.
- Employees are prohibited from working while impaired by alcohol, illicit drugs, legal substances, or medications.
- Our organization performs post-incident drug and alcohol screenings.
- Horseplay on the job is strictly prohibited.
- Drivers and passengers must wear seat belts when using company vehicles, driving personal vehicles for business or operating heavy equipment.
- Do not operate a vehicle when fatigued.
- Cell phone use while driving and on the job is prohibited.
- Safe and courteous driving is required. Follow speed limits, do not tailgate and maintain a safe following distance.
- Perform a safety check of equipment and vehicles before use. Report any maintenance concerns.
- Wear slip-resistant footwear.
- Keep entrances clear of ice, snow and water.
- Clean up spills and hazards immediately.
- Two-person lifts are required when machinery or supplies weigh over 50 lbs.
- Use machinery to move bulky items and utilize elevators instead of stairs when possible.
- Store light items on high or low shelves and heavy items in the middle of shelving units to prevent back injuries.
- Use stepladders on a firm, level base and never use the top two rungs. Set up extension ladders on a safe base and secure the ladder to prevent kick-out or tip back/over.
- Maintain three points of contact when using ladders, and do not overreach.
- Store box knives with blades covered.
- Do not block fire alarm pull stations, emergency exit lighting or fire extinguishers.
- Do not use your hands or feet to compress garbage in trash cans. Empty overflowing trash and recycle containers upon discovery.
- When doing extensive computer work, take breaks and stretch. Express ergonomic concerns to management in writing.
- Keep desk drawers and chairs pushed in when not in use.
- Never piggyback surge protectors or use multiple extension cords.
- Keep the area around surge protectors clean and clear to allow for cooling airflow.
- Know the severe weather plan.

These advisory materials have been developed from national standards and sources believed to be reliable, however, no guarantee is made as to the sufficiency of the information contained in the material and MEM assumes no liability for its use. Advice about specific situations should be obtained from a safety professional.

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_____ is committed to the safety of our employees and customers.

By signing, you are expected to follow the safety rules. If the safety rules are not followed, documented corrective action will result.

Safety rule acknowledgment date: _____

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Please return the signed safety rules to our Underwriting team at uwhelp@mem-ins.com