

Parcel Delivery Service Safety Rules

Always follow these 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 before shift ends.
- Contact supervisor for any injury, after-hours incident, or emergency.
- Employees may not work while impaired by alcohol, medications, legal substances, or illicit drugs. We conduct post-incident screenings.
- We accommodate reasonable physician restrictions for employees injured on the job.
- Horseplay on the job is strictly prohibited.
- Seat belts are required in company vehicles, personal vehicles driven for business, and forklifts.
- Do not drive fatigued. Stop, rest, or contact dispatch.
- Hands-on phone use is prohibited while driving. Use a hands-free device and pull over for non-emergency calls.
- Drive safely: Follow speed limits, avoid tailgating, and keep a safe following distance.
- Check equipment and vehicles before use (tires, lights, brakes, mirrors, fluids, load securement) and report concerns immediately.
- Get out and look behind vehicle, or use a spotter, before backing.
- Exit curbside on delivery routes, never toward the roadway.
- Maintain three points of contact entering and exiting the cab, cargo areas, and lift gate.
- Operate vehicles and equipment only once trained and authorized.
- Do not block your field of view when lifting and transporting packages.
- Use two hands to handle packages and wear gloves for sharp edges.
- Safety-toe footwear is required for packages heavier than 50 lbs.
- Do not bypass, disconnect, or tamper with fleet safety devices.
- Team-lift packages heavier than 50 lbs or marked "heavy/team lift."
- Ice cleats are required on icy or snow-covered surfaces.
- Park legally on level ground, set the parking brake, and use hazard flashers at each stop.
- Scan each stop for hazards before exiting: traffic, uneven walkways, ice/snow, and unrestrained dogs. If unsafe, do not approach; contact customer or supervisor.
- Keep emergency gear stocked with current first aid kits, fire extinguishers, and AEDs.
- 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:

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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