RSD STAFFING

Warehouse & Light-Industrial Safety Handbook

Associate Safety Handbook

General safety awareness material provided by RSD Staffing — not a substitute for site-specific training or your employer's policies. Questions: (863) 216-8960 · info@rsdstaffing.com

Table of Contents

01 About This Handbook

02 Your Safety Responsibilities & Reporting

03 Personal Protective Equipment (PPE)

04 Housekeeping & Good Order

05 Slips, Trips & Falls

06 Safe Lifting & Material Handling

07 Forklifts & Powered Equipment — Staying Safe on Foot

08 Lockout / Tagout (LOTO) Awareness

09 Loading Dock Safety

10 Emergency Preparedness

11 One-Page Quick Rules

About This Handbook

This handbook introduces the basic safety practices RSD Staffing associates are expected to know before and during warehouse, distribution, and light-industrial assignments. It is general awareness material. Every worksite is different, so your host employer's own rules, training, and supervisors always come first. When their instructions differ from this booklet, follow theirs — and if anything is ever unclear, stop and ask before you act.

Read this before your first shift and keep it handy. Safety is part of every job you do through RSD. Working safely protects you, the coworkers around you, and the people who count on the work getting done right.

Your Safety Responsibilities & Reporting

Keeping a workplace safe is a job everyone shares. As an RSD associate, you are expected to:

- Follow every safety rule and sign at the site, and wear the protective equipment required for your task.
- Use tools, equipment, and machines only after you have been trained and authorized to use them.
- Ask questions whenever you are unsure — there is never a penalty for asking.
- Report every injury, illness, spill, near-miss, and unsafe condition to your site supervisor right away, no matter how minor it seems.
- Tell RSD about any safety concern your site does not resolve. You can reach us at (863) 216-8960.

> You have the right to a safe workplace and the right to raise a concern about work you believe is unsafe. Speak up — catching a hazard early is how injuries are prevented.

Personal Protective Equipment (PPE)

Your host employer assesses the hazards of your task and tells you which protective equipment is required. Common warehouse PPE includes safety-toe footwear, high-visibility vests, safety glasses, gloves, and hearing protection in loud areas.

- Wear the PPE assigned to your job the entire time you are exposed to the hazard.
- Inspect it before each use, and set aside anything cracked, torn, or worn out for a replacement.
- Make sure it fits — protection only works when it is worn correctly.
- Never remove guards or disable safety devices on equipment.

Housekeeping & Good Order

A clean, organized work area is one of the simplest ways to prevent injuries and fires. Clutter hides hazards and blocks the paths people need in an emergency.

- Clean as you go — do not let boxes, banding, shrink wrap, or trash pile up.
- Keep aisles, walkways, exits, electrical panels, and fire equipment clear at all times.

- Return tools and materials to their storage spots as soon as you finish with them.
- Wipe up spills immediately, or guard and report them until they can be cleaned.
- Put waste in the correct containers and break down empty pallets and cartons.

Slips, Trips & Falls

Slips, trips, and falls are among the most common warehouse injuries — and most are preventable with attention and good housekeeping.

- Wear slip-resistant footwear, and walk rather than run on the floor.
- Watch for wet, greasy, or dusty floors; clean or mark them and route around them.
- Keep cords, hoses, straps, and stray product out of walking paths.
- Close drawers and cabinet doors, and never leave objects on stairs.
- Use handrails on stairs and ramps, and take one step at a time.
- Carry only loads you can see over; if a load blocks your view, get help or make two trips.

Safe Lifting & Material Handling

Lifting and moving stock by hand causes many strains and back injuries. Plan the lift, use good technique, and let equipment do the heavy work whenever you can.

- Size up the load first. If it is too heavy or awkward, get a coworker or use a cart, hand truck, or pallet jack.
- Stand close with your feet about shoulder-width apart. Bend at your hips and knees, not your back.
- Keep the load close to your body and lift smoothly with your legs.
- Turn with your feet — do not twist your spine while carrying a load.
- Set loads down with that same knees-bent technique.

When storing and stacking materials, keep the area stable and organized:

- Stack loads evenly and squarely, heaviest items low, and within any posted height limits.
- Do not exceed the rated capacity of racks, shelves, or mezzanines.
- Keep stored material back from shelf edges and clear of sprinkler heads, lights, and exits.
- Never climb racks or shelving to reach items — use an approved ladder or lift.

Forklifts & Powered Equipment — Staying Safe on Foot

Powered industrial trucks such as forklifts, order pickers, and powered pallet jacks move heavy loads and have limited visibility. Whether you drive one or work near one, treat these machines with respect. Only workers trained, evaluated, and authorized by the host employer may operate them.

- Assume the operator cannot see you. Make eye contact before you cross their path.
- Stay out of marked traffic lanes and never walk under raised forks or a raised load.

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- Keep clear of a truck that is turning, backing up, or lifting.
- Never ride on a forklift or its forks unless a proper, secured work platform is provided.
- Use marked pedestrian walkways and pause at blind corners and intersections.

> Operating a forklift requires employer-provided training and certification. See RSD's Forklift & Powered Industrial Truck Safety Guide for operator awareness basics.

Lockout / Tagout (LOTO) Awareness

Machines are 'locked out' or 'tagged out' during service and maintenance so they cannot start up and injure the person working on them. Only specially trained, authorized employees apply and remove these locks and tags. As a general associate, your job is to respect them.

- Never remove, bypass, or ignore a lock or tag — even if it seems to be in your way.
- Never start, plug in, or operate any machine that is locked or tagged out.
- If a guard or lock is missing, or a machine appears to have been left unsecured, stop and tell your supervisor.
- Do not attempt maintenance, clear jams, or reach inside equipment unless you are trained and authorized for that task.

Loading Dock Safety

Loading docks combine foot traffic, moving trucks, powered equipment, and open edges, so they call for extra caution.

- Stay aware of vehicles backing in, and never stand between a trailer and the dock.
- Confirm trailers are secured with wheel chocks or a dock lock, and the brakes are set, before loading or unloading.
- Check that dock plates and levelers are rated for the load and seated properly before crossing them.
- Treat any open dock edge or drop-off of four feet or more as a fall hazard — keep back and use edge protection where it is provided.
- Keep the dock well lit and free of ice, water, and debris.

Emergency Preparedness

Before you start at a new site, learn its emergency plan. Knowing what to do ahead of time saves seconds when they matter most.

- Locate the nearest exits and the outdoor meeting (assembly) point for your area.
- Learn the alarm signals and how to report a fire, an injury, or another emergency.
- Know where the fire extinguishers, first-aid kits, eyewash stations, and emergency stops are.

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- In a fire or evacuation alarm, leave right away by the nearest safe exit and go to the assembly point — do not stop for belongings.
- In severe weather, move to the designated shelter area as directed.
- Report every injury, even a minor one, so it can be treated and reviewed.

For any life-threatening emergency, call 911 first, then notify your site supervisor.

One-Page Quick Rules

Keep these basics in mind on every shift:

- Follow site rules and your supervisor's instructions; ask when unsure.
- Wear the PPE required for your task, and inspect it first.
- Keep aisles, exits, and fire equipment clear; clean up as you go.
- Wipe up or mark spills the moment you see them.
- Lift with your legs, keep loads close, and get help or a cart when needed.
- Stack loads squarely and within limits; never climb the racks.
- Assume forklift operators can't see you; stay out of their path and never walk under a raised load.
- Never touch, bypass, or start locked-out or tagged-out equipment.
- At docks, watch for moving trucks, secure trailers, and mind open edges.
- Know your exits and assembly point; report every injury and near-miss right away.

When in doubt, stop and ask. No task is worth an injury.

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