



Safety Tips for Volunteers

- Use teams of two or more persons to move large, bulky or heavy objects.
- Use carts and dollies to move heavy objects whenever possible.
- Wear shoes that support your feet and are slip resistant.
- Wear closed-toe, low heel, non-slip shoes that have rubber soles while you are at work.
- Avoid clothing that is constrictive or too loose; loose clothing can get caught in machinery or other equipment.
- Unplug electrical appliances, such as blenders, grinders and coffee pots, from their power source before cleaning them.
- Do not store cleaning products with food products.
- Use caution signs or cones to barricade slippery areas such as freshly mopped floors.
- Wipe up spills immediately. Keep the floor dry so that no one slips and falls.
- Hold regular internal inspections of all storage areas.
- Limit storage to designated zones only, and never place items on stairs or in pathways, even on a temporary basis.
- Shelves should be at a medium height to prevent from reaching too high or too low. Items should be stacked on a shelf in straight, even lines that will not fall as volunteers remove items. Place the heaviest items on the bottom shelf to prevent the shelves from tipping over. Stack light items on the highest shelves to reduce the risk of injury when reaching up to remove them. Keeping the heavy items near the bottom also reduces the damage caused if items are knocked off the top shelves.
- Keep walkways clear of obstructions. Place non-slip strips on stairways made of slippery materials to help reduce accidents. Be careful when climbing up and down ladders to make sure that you do not mis-step on a rung and slip.
- Have a sturdy stepladder with flat steps and a hinged back.
- While lifting heavy objects advise volunteers to keep their heads up, backs straight and lift the load with their leg muscles. When putting items down, they should use their leg muscles as they squat, not their backs. Make dollies or hand trucks available whenever possible.
- Empty pallets should be stacked horizontally and away from work areas.

Encouragement of safety policies such as proper footwear and the consistent use of necessary safety equipment helps minimize injuries.

Signature: _____

Date: _____