



AmTrust North America
An AmTrust Financial Company

Safety Zone

Code of Safe Practices - Grocery

Safety is the condition of being protected from harm or other non-desirable outcomes. Safe conditions apply to both people and property. All industries develop and enforce codes of safe practices to protect us, and our surroundings, from harm. Review the safety rules often - they can change over time to adapt to changing conditions.

Here are some safety rules that apply in the Grocery setting.

- Report to work in a fit condition. Safety policy does not allow anyone to work with an impaired ability or alertness, or while under the influence of alcohol or intoxicating substances, as this interferes with the ability to perform assigned duties safely. Fatigue, illness, or other conditions can also cause physical or mental impairment, and this can expose employees and others to injury.
- Safety policy prohibits horseplay and all acts that have a negative effect on the well-being of the team.
- Acknowledge, understand, and follow the safety program of your workplace.
- Follow posted signs and all safety rules. Encourage others to perform their work safely.
- Store policy prohibits inappropriate footwear or shoes with slick soles. Follow your footwear policy.
- When working near moving machinery, never wear loose clothing, ties, or dangling jewelry. Tie back long hair.
- Wear appropriate personal protective equipment as instructed.
- Immediately report unsafe conditions, deficiencies, or unsafe practices to your supervisor.
- Know the location of first aid kits, bodily fluid clean-up kits, emergency exits, and fire extinguishers.
- Know how to safely perform all tasks. Use every work aid available for safe operations.
- Safety policy does not allow anyone to interfere with any that protects people or property from harm.
- Do not operate equipment until trained and authorized to do so.
- No one under 18 can use high-speed machines.
- Safety policy requires employees who use balers and compactors to be trained. Anyone under age 18 is prohibited from operating a baler.
- Ensure all guards and other protective devices are in place, properly adjusted, and used correctly. Never bypass a guard or protective device.
- Safety policy prohibits the service, repair, or adjustment of machinery while in use. Use appropriate lockout/tagout procedures every time.
- Never leave equipment unattended while it is running.
- Never tamper with electrical equipment, machinery, air, or water lines.
- Follow proper lifting procedures. Always get help when lifting heavy objects.
- Clear aisles of material such as ladders and fire extinguishers.
- Leave 36 inches of clearance around electrical panels.
- Keep exits clear, unlocked/unblocked, and well-lit during work hours.

- In an evacuation, everyone must go to the nearest exit and meet at the designated location.
- Put away materials, tools, and other objects in their proper place.
- Never allow trash or unused material to accumulate or be left behind.
- Use the appropriate tool for the task. Dispose of spent blades in tamperproof containers.
- Do not ride on carts, pallet jacks, forklifts, or similar equipment. Never ride freight elevators.
- Do not jump from elevated platforms, racks, docks, or ladders.
- Do not leave mezzanine gates or railings open.
- Use safety ladders or stepstools to reach high places.
- Maintain good housekeeping practices. Put tools and equipment back in their designated places.
- Secure gas cylinders in stands or with chains or straps, to prevent them from falling.
- Promptly report and clean spills, leaks, and broken glass. Block access with safety cones or leave personnel at the scene to alert customers and employees of the hazard.
- Never smoke in work areas.
- In the event of injury, promptly report it to the supervisor and medical or first aid treatment.

One of a supervisor's many responsibilities is to ensure you work safely. Ask for additional training if you are uncertain of any task. Keep yourself and others safe!

Are You In The Zone?

List at least six safe work practices

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

I have received information on Code of Safe Practices.

Employee Name: _____ Date: _____

For additional information and resources on this topic and other safety and risk management subjects be sure to visit the Loss Control section on our website:

<https://www.amtrustgroup.com/small-business-insurance/claims/prevention>

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