

8 Keys to Lifting & Lowering

- 1 **Get close to the object:** Keep within the power zone.
- 2 **Position feet shoulder-width apart:** One foot slightly ahead of the other.
- 3 **Bend at the knees:** Keep natural curve of the back.
- 4 **Test object** for weight & shifting contents.
- 5 **Get a firm grip:** Grasp opposite corners.
- 6 **Lift smooth & steady:** Do not jerk.
- 7 **Step/pivot feet:** Don't twist.
- 8 **Use existing equipment/conditions** to assist.

3 Rules of Yard Control*

- 1 **Use designated pedestrian doors** to enter/exit building.
- 2 **Remain in designated break areas** when on a break.
- 3 **Use designated walk paths** (marked with yellow stripes.)

* for ALL employees (including non-yard-certified)

Emergency Procedures

How will I be notified of an emergency?

By word of mouth/sound of alarm

Where to go in case of evacuation?

Parking lot at corner of James M. Wood & Blaine

When to shelter in place?

Earthquake (duck, cover, & hold)

Dangers outside the building (eg. fire, active shooter)

Where are refuge areas located?

1st Floor: between 300 & 400 metro lines

2nd Floor: by Plant Engineering office/ Ocean Center

5 Keys to Preventing Slips & Falls

- 1 **Walk** at a brisk pace; don't run.
- 2 **Establish** firm footing.
- 3 **Don't** walk on slides, chutes, or unsecured belts.
- 4 **Look** before stepping.
- 5 **Adjust** to changing conditions.

Conveyor Belt Securing

When?

Anytime you need to get on the belt (i.e. to break a jam, move diverter, or walk the belt)

How?

Notify. Lock. Secure. Notify. Reset.

Who can un-secure?

Only the same person who secured it

When can you lock out equipment?

I can't (not trained in lockout procedures.)

