

**SAFE WORK PROCEDURE****INTRODUCTION**

It is the duty of each employee to maintain a safe working environment by staying vigilant and taking appropriate actions to minimise risks within the warehouse and work areas.

The warehouse floor is considered a high risk work area with the regular operation of furniture pickers and forklifts. Only authorised persons are to be in the warehouse when high risk work is being conducted. Clients and visitors on the premises are not authorised to enter the warehouse without being accompanied by a staff member.

**PRE-OPERATIONAL SAFETY CHECKS:**

- Ensure there are no trip/ slip hazards when entering the warehouse.
- Place wet floor signs and isolate areas where a trip/slip hazard has been identified. Remain vigilant of water that may be tracked into the warehouse by vehicles.
- Isolate an area where high risk work is being conducted.

**OPERATIONAL SAFETY CHECKS:**

- Walk only in designated walkways, keep clear of loading/unloading areas and machinery.
- Walk slowly and remain aware of nearby forklifts and furniture pickers. Do not walk or perform work underneath a forklift.
- Use walky-talkies to communicate between staff; check first if an area is safe before entering.
- Do not obstruct the path of vehicles or staff picking or putting away stock.
- Keep clear of all vehicles and containers in loading zones and carpark.
- Be efficient with tasks and minimise the time spent in high risk work areas.
- Be vigilant of any unauthorised persons who are not permitted to be in the warehouse. If a client is waiting for a staff member, direct them to wait in the showroom.