

Job Specific Hazard Training - Safety Tips

The following is a checklist that can be used as a guide to communicate to the In-store Service Representatives some safety tips, to help avoid potential injuries.

- ❑ Shipping Racks –
 - identify which side of the rack has the turning wheels
 - how to move a rack (pull from side/pivoting wheels on one side)
 - store towbar in upright position when not in use
 - be cautious of customers/traffic when moving racks
 - be aware of slopes in garden centre where racks could roll
 - block wheels with brick to prevent rolling in storage area
 - keep empty racks in dedicated pick-up area (where they won't roll away with the wind)
 - empty trays being returned on racks must be secured with weight to ensure they don't bounce off.
- ❑ Wooden Shelves/Boards – never leave leaning/on ground; when unloading push single board out of way to avoid hitting head.
- ❑ Safe Lifting Techniques –
 - bend with your knees NOT your back.
 - ask for assistance if item is too heavy (ie. Large planters)
 - ask HD associate for Step Stool when required (ie. Top shelf of shipping rack/hard to reach HB's)
- ❑ Watering Hoses – be aware of them, tuck away when not in use.
- ❑ Sunglasses recommended to protect eyes from plant debris, working with Dracaena (spikes) & to reduce sun exposure.
- ❑ Trips/Slips – be aware of slippery areas due to water or where large amounts of petals have dropped.
- ❑ Disposal of Plastic Wrap – responsible for disposing in the garbage immediately after removed from racks.
- ❑ Scissors/Knives – keep in a safe place; out of reach of customers
- ❑ Housekeeping - brooms/squeegee's/tools replace to specified location after use in order to keep aisles/walkway clear for traffic.

Employee _____

Supervisor _____

Date _____